

## **Privacy Policy**

At Scientific Analytical Institute, Inc. (“SAI”), we are committed to maintaining the privacy, confidentiality, and security of all client information. This Privacy Policy outlines the principles we follow in the collection, use, and safeguarding of data entrusted to us.

### **1. Scope**

This policy applies to all client information, including data, samples, and analytical results, that we receive, process, or generate in the course of laboratory testing services.

### **2. Data Collection and Use**

- We collect only the information necessary to perform laboratory services, fulfill contractual obligations, and comply with applicable regulatory and accreditation requirements.
- Data is used solely for the purpose of delivering accurate and reliable testing services to our clients.

### **3. Confidentiality**

- All client information, test results, and related communications are treated as strictly confidential.
- Disclosure of client data is not permitted without prior written consent from the client, except where required by law, regulation, or accreditation bodies.

### **4. Data Security**

- Access to client information is restricted to authorized personnel with a business need to know.
- Information is stored and transmitted using secure systems and protocols designed to prevent unauthorized access, alteration, or disclosure.

## **5. Compliance**

This policy is consistent with the confidentiality and impartiality requirements of ISO/IEC 17025 and is reinforced by the provisions of our internal Quality Manual and employee handbook.

## **6. Client Rights**

Clients may request information about how their data is managed, or request corrections, by contacting us directly at [lab@sailab.com](mailto:lab@sailab.com)

## **7. Policy Review**

This policy is reviewed periodically and updated as necessary to reflect changes in regulatory requirements, accreditation standards, or internal practices.