



<b>Confidential</b>	<b>Document nr:</b> DMS-140278
<b>Title: Confidentiality Policy for Proficiency Testing</b>	<b>Revision:</b> 1
	<b>Effective date:</b> 15-jan-2026

### Purpose and scope

This policy establishes the principles for maintaining the confidentiality of all information obtained or generated during proficiency testing (PT) activities. It is intended to ensure compliance with the requirements of ISO/IEC 17043:2023 and to protect the interests of participants and other relevant stakeholders.

By accessing this document and selecting “**I agree**”, the participant confirms that they have read, understood, and accepted the confidentiality conditions described below as part of their participation in the proficiency testing scheme.

Masterlab **shall ensure** the confidentiality, protection, and appropriate use of all information obtained or generated during proficiency testing activities, in accordance with applicable data protection legislation.

All personnel involved in proficiency testing activities **are bound by confidentiality and impartiality obligations**.

The identity of participants **shall be kept confidential**, with access restricted to authorized personnel only. Participants are identified in the proficiency testing scheme through a **unique confidential identification number**, which is randomly assigned and used in all evaluations, reports, and communications.

The confidential identification number is communicated via the **pt.masterlab.nl platform**, which operates with controlled and restricted access.

All information provided by participants **shall be treated as confidential** and used **exclusively for the purposes of the proficiency testing scheme**. Evaluation results are reported only using the confidential identification number.

**Subcontractors and third parties:** Masterlab may subcontract specific activities related to the proficiency testing scheme (such as preparation, storage, or distribution of test items, or logistical support). In such cases, only the **minimum necessary participant information** (e.g. laboratory name,

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delivery address, and contact details) shall be shared, solely for the purpose of performing the subcontracted activity.

All subcontractors are required to comply with **confidentiality and data protection obligations equivalent to those applied by Masterlab**, and the information provided shall not be used for any other purpose.

Participants may **voluntarily waive confidentiality**, in whole or in part, for purposes such as discussion, mutual assistance, or performance improvement. Any waiver shall be documented.

Confidentiality may also be waived by the participant for regulatory, accreditation, or recognition purposes. When required by law or regulation, proficiency testing results may be provided directly to a regulatory authority. In such cases, affected participants shall be informed, unless prohibited by law. Information about participants obtained from third parties shall be treated as confidential. The identity of the source shall not be disclosed without explicit consent

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