



Confidentiality of business information

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Confidentiality of business information



Confidentiality of business information

OBJECTIVE

To protect our business interests and the way we operate and to use effective strategies for ensuring the safety and security of our and our client's company property and information.

POLICY

We all have a duty to protect the confidentiality of our business information. Every effort must be made to avoid a breach of this duty - both intentional and unintentional.

We have restrictions on the circumstances where confidential information may be disclosed to another person in our company or to a third party outside our business. These restrictions are necessary to protect our company's legitimate business interests.

PROCEDURE

Employee responsibilities

You must ensure that you keep all confidential information secure

If you have any doubt whether you are able to disclose the confidential information discuss your concerns with your immediate supervisor **before** disclosing the confidential information.

You may use confidential information only for the purpose of performing your job tasks as part of your employment with us.

You may disclose confidential information

1. Where you are required by law to disclose the confidential information.
 - a) If required by law to release information, you must check the validity of the request with the Managing Director **before** releasing information
2. To a person in our company who has a "need to know" based on their position in our company
3. To a person or business who are aware of the nature of the confidential information and who have signed a "Confidentiality agreement" with us.
4. Complete the **Confidential information –Disclosure request** form.



Confidentiality of business information

Confidential information

The following information is an example of information that we consider to be confidential information:

1. All commercially sensitive information
2. Internal systems and policies & procedures including but not limited to
 - a) all policies and procedures
 - b) marketing and promotional material, eg brochures, reports
 - c) standard operating procedures
 - d) reports, proposals or quotes
 - e) information stored on tapes, discs, computer files, email, web, whether in written or digital formats
3. Client information including but not limited to
 - a) client lists
 - b) client information, eg purchases,
 - c) client data bases
4. All our and our clients intellectual property, including but not limited to
 - a) copyright material and
 - b) trademarks
 - c) design, process, patents (whether registered or not)
 - d) models, drawings, plans
5. Software or computer programmes
6. Training programmes
7. Information relating to acquisitions, mergers, etc
8. Trade secrets of our company or related companies
9. Confidential know-how of our company or related companies
10. Information concerning the finances of our business, or related companies
11. Any other matters as determined from time to time

Confidentiality of clients' information

You must ensure that:

1. All customer-related or other potentially confidential or commercially sensitive documents are **always** secure from unauthorised access. This includes but not limited to our clients:
 - a) Contact details
 - b) Intellectual property
 - c) Physical property
 - d) Plans, specifications, drawings, graphical representations
 - e) Security systems and building layouts
 - f) Surveillance systems
 - g) Computerised information

You must not remove from any client premises any information and/or documentation in any format whatsoever without the written consent of the Managing Director



Confidentiality of business information

Failure to comply with this direction will result in disciplinary action, which may include termination of employment with our company.

Securing business information

You must ensure that:

2. All company business-related papers are locked away each evening
3. After hours access to office areas is controlled
4. Data maintained on personal computers is not accessible to unauthorised users
5. Access to files and file rooms is controlled at all times
6. Security is maintained should it become necessary to carry sensitive -information off our company premises
7. Formal and informal business conversations in public places do not breach customer or company confidentiality
8. You use confidential information solely for the purpose of performing your job tasks within our company

This policy and all related Business ethics, and general policies apply during and after your employment with us.

Breach of policy

If you breach this policy we will commence our **Disciplinary** policy.

You must notify your immediate supervisor of any suspected or actual unauthorised use, copying or disclosure of confidential information.

If you become aware of a breach of this policy and do not act on that information, we will commence our **Disciplinary policy**.

We may also commence legal action.

You are to provide us with assistance in relation to any proceedings we may take against any person for unauthorised use, copying or disclosure of confidential information.

We all have a duty to protect the confidentiality of our clients, their information and our corporate business transactions. You must make every effort to avoid a breach of this duty - both intentional and unintentional.



Confidentiality of business information

Related policies and documents

Note: To be read together with the following policies – *Business ethics & EEO*

-  Code of conduct
-  Confidentiality of personal information
-  Confidentiality and the media
-  Conflict of interest
-  Security of company property
-  Security of client property
-  Privacy
-  External employment

Note: To be read together with the following policy – *Learning & development*

-  Induction policy

Note: To be read together with the following policy if appropriate – *Performance management*

-  Disciplinary policy

Note: To be read together with the following policy if appropriate – *Employment separation*

-  Termination of employment

Note: To be read together with the following policies – *General*

-  Intellectual property
-  Copyright
-  Trademark
-  Email & internet use

Note: Form to be completed – *Business ethics & EEO*

Name	Form number
☒ Business ethics checklist	Ethsec-001
☒ Confidential information –disclosure request	Ethsec-002



Confidentiality of business information

Privacy Act agreement

Privacy Amendment Act (Private sector) Act 2000

We are required to collection information from clients in order to provide the appropriate service to individuals or the organisation

The information we need is referred to as “*personal and sensitive*” under the Act. Any information that can identify a person is call “*personal*”. Specific information that we may be required to obtain about an individual’s racial or ethnic origin, religious belief/affiliation or health information is call “*sensitive*”.

Note: You must obtain permission from the General Manager before releasing any information.

A breach of confidentiality is a serious betrayal of trust and may lead to disciplinary action and in some cases civil action. You can be fined large amounts of money (if you breach the Act).

In signing this Agreement, you acknowledge that you understand your role to maintain confidentiality and you agree that you will not obtain, use or disclose information in any way which is contrary to the conditions set out above.

We have people management policies that deal specifically with privacy and confidentiality. You will be advised of these policies and procedures when you start your employment with us.

I accept this Confidentiality Agreement

I _____--have read the above information and accept the conditions set out in this Agreement and agree to be bound by them.

Signature _____ Date _____

Name of witness _____

Signature of witness _____ Date _____



Confidentiality of business information

Privacy Act

Consent of employee to obtain information

This form represents a consent form for us to collect use and disclose personal information of employees for the purpose of employment under the privacy Amendment (Private Sector) Act 2000

In order that we can provide you with employment, we collect from you and others as an employee, particular details which may include:-

- Name, date of birth, religion, country of birth, current address
- Whether you are a person of Aboriginal or Torres Strait Islander decent;
- Other personal information including but not limited to previous work history;
- Your citizenship or visa/working permit, medical history;
- Fitness for work information;
- Bank account details;
- Details of your next of kin and ,
- Other information as required to provide employment.

The purpose of this form is to advise you that you may obtain access to the information we hold on you in line with the Privacy Amendment (Private Sector) Act 2000. We also seek your consent to the intended uses and disclosures of that information where appropriate to:

- As required by Commonwealth and State legislation

It is also important that we outline here what the main consequences may be if you do not provide all, or part of, the information requested:

- Our organisation may be unable to provide you with employment

I , the under signed, understand that I have been provided with this Privacy consent Statement and approve of the collection and usage of my personal information and consent to the collection and use of such information to facilitate my employment.

Signed at: _____ Date: ____/____/____

Name: _____ Witness name: _____

Signature: _____ Witness signature: _____