

Dealing with personal and confidential information

ACS obligations

ACS is committed to ensuring that it complies with its obligations about personal and confidential information under legislation and agreements relating to privacy and/or confidentiality and that it protects its own confidential information for the benefit of ACS members.

As an employee, contractor, volunteer or observer you will come into contact with personal and/or confidential information and so will have a role to play in ACS achieving its commitments.

What you need to do

In summary, you must maintain the privacy of personal information, keep confidential information confidential and ensure that personal and confidential information are kept secure.

For example, you should:

- access only personal and confidential information you need for your tasks,
- make sure that you use personal information in compliance with the ACS Privacy Policy,
- comply with the obligations ACS has agreed to relating to the confidential information of others,
- respect and protect the confidentiality of ACS's confidential information,
- not use confidential information for your own or some third party's benefit,
- keep secure information secure – don't leave it displayed on your computer screen,
- ensure that any paper or electronic copies of secure information are kept secure,
- if you are leaving your computer, ensure it is logged out of any secure information system,
- not discuss personal or confidential information in a public place in person or by mobile,
- not share your password or use the password of someone else,
- report any activity which has or may compromise the privacy of personal information or confidentiality of confidential information as soon as possible so that any adverse consequences are minimised.

Acknowledgements

1. I have read this document and understand the issues raised in it.
2. I understand that "confidential information" in this document includes intellectual property and business and technical information and know-how.
3. If I have any concerns about this document or about any personal or confidential information, I will raise them with the ACS Privacy Officer.
4. I understand that my obligations concerning the privacy of personal information and the confidentiality of confidential information continue after my employment, consultancy, volunteering or observing has ceased.

Signature:

Print name:

ACS Position/Role:

Date: