

CONFIDENTIALITY AGREEMENT

AUTHORISED USERS



St Andrew's College

OVERVIEW AND DEFINITIONS:

The College holds information and data that is private and confidential, and which is subject to the Privacy Act 2020. All data held is the property of the College, and not in the person or position.

It is important that both commercial and personal information is protected, and that all authorised users take the utmost care to ensure that confidential information is not disclosed or released to any unauthorised person or entity.

CONFIDENTIAL INFORMATION INCLUDES, BUT IS NOT LIMITED TO:

- information about the financial performance and operations of the College;
- student information;
- agent information;
- staff information;
- homestay and guardian information.

This includes, but is not limited to, all information protected by the Privacy Act 2020.

Confidential information obtained during the course of engagement with the Authorised User must always be regarded as confidential, even after the engagement ceases. Confidential information must never be discussed with or disclosed in any form to an unauthorised person, either within or outside the College.

An unauthorised person is a person or entity who has no need and/or right to know the information. Extreme care must be taken to ensure unauthorised persons do not become aware of confidential information which is entrusted to the College.

SPECIFIC REQUIREMENTS:

- the Authorised user may only access computer systems with proper authority and according to the College's processes;
- no unauthorised person may be given access to the College's databases;
- there are no circumstances where it is appropriate to disclose a system password or receive a password from other authorised users;
- paper records must be kept in a secure and locked filing system;
- information, both paper and electronic, must not be copied or distributed in any form, except for authorised purposes.

BREACH OF THE CONFIDENTIALITY AGREEMENT

- if the Authorised User is unsure whether a proposed action or inaction is in keeping with the Confidentiality Agreement, they should discuss this with their manager, or the People and Business Manager;
- all suspected breaches of the Confidentiality Agreement will be thoroughly investigated. If a breach is revealed, formal disciplinary action may be undertaken. In cases of serious misconduct, the arrangement between the College and Authorised User may be terminated.