



Confidentiality Undertaking

USE OF OFFICIAL INFORMATION

The University of Newcastle's Code of Conduct states:

All staff and students have a right to expect confidentiality and privacy with respect to personal information obtained by other members of the University community in the course of their employment.

All staff members have a duty to maintain confidentiality, integrity and security of official information for which they are responsible.

For further details please refer to the Privacy Management Plan at <http://www.newcastle.edu.au/policylibrary/000258.html>

As a staff member receiving access to the 'Staff Appointments Online' system, or any other HR related information, it is essential that you respect the access to confidential information about staff members for the purpose of carrying out your duties. You are required to sign the following confidentiality undertaking:

I will only undertake system searches for information which relates to the appointment of the staff members for whom I have the responsibility of entering information into the Staff Appointments Online System.

I accept the importance of confidentiality in the workplace and undertake to regard any information obtained from the Staff Appointments Online system as strictly confidential. I will not discuss or disclose any such information with or to any person unless on a necessary official work basis.

I understand that maintaining confidentiality is an essential part of my employment and that a breach of that condition may lead to disciplinary action including termination of employment.

User ID for accessing the University Computing System:

.....
Name in full (please print)

.....
Signature

.....
Name of Witness (please print)

.....
Signature of Witness

Date:

PLEASE RETURN THIS FORM TO HELEN TAYLER – HUMAN RESOURCE SERVICES

HRS only: Training Completed: Yes/No Entered in to Staff Appointments Online system: Yes/No

Signed: Date: