

Confidentiality

Purpose:

To inform employees of Australian Institute of Business (AIB) about confidentiality and their obligation towards maintaining the same.

Scope:

All employees

Policy:

All employees of AIB have a legal requirement and an obligation to abide by this Confidentiality Policy.

Except as required by law, employees must not disclose, or allow to be disclosed, in any form or by any means any confidential information of which the employee becomes aware during the course of their employment or through the performance of their duties.

For the purpose of this Confidentiality Policy, “confidential information” is defined as any confidential or proprietary information provided by AIB (in any form) to an employee in connection with their employment, including:

- the names, details and any information relating to the business affairs of the current or potential AIB students, clients, customers or suppliers;
- matters of a technical nature, trade secrets, technical data, marketing procedures and information, pricing and/or discount structures, accounting programs and procedures, financial information, strategic and business plans and like information relating to the business of AIB;
- other information which AIB informs the employee is confidential or which, if disclosed, the employee knows or ought reasonably to know, would be detrimental to AIB; and
- all other information which is imparted to the employee in circumstances which the employee knows or ought reasonably to know that the information is confidential to AIB or any persons with whom AIB is concerned,

but excludes any information that is public knowledge or is in the public domain.

The employee:

- may use confidential information solely for the purposes of performing their duties as an AIB employee and must not use confidential information for their own personal financial or other gain;

- must not communicate (or permit anyone else to communicate) any confidential information, except with the prior written authority of AIB; and
- may only disclose confidential information to persons who are aware that the confidential information must be kept confidential and who have a need to know (but only to the extent that each person has a need to know).

The employee's obligation of maintaining confidentiality does not extend to confidential information that the law requires to be disclosed.

Procedure

Procedure Steps		Responsibility
1.	<p>Employees must store all confidential information in a secure manner, as follows:</p> <ul style="list-style-type: none"> • if it is in a material form, it must be kept in a locked, secure area; and • if it is in electronic form, it must be kept in encrypted files accessible only by password, <p>except when being used for the purposes of their employment.</p>	Employee
2.	<p>At the end of an employee's employment, the employee must return to AIB all property of AIB which is in the employee's possession or control including:</p> <ul style="list-style-type: none"> • all confidential information in material or electronic form; • those parts of all notes and other records based on or incorporating confidential information; • all copies of confidential information and notes and other records based on or incorporating confidential information; and • all property belonging to or leased by AIB, including that which may include confidential information, including but not limited to books, documents, records, electronic storage media, discs, access cards, computer hardware, credit cards and computer log-in codes. 	Employee & Immediate manager/supervisor
3.	<p>In addition to the above requirements, the employee must also delete all those documents and records held electronically in any medium at any place that are in the employee's control after checking with the immediate manager/supervisor that these have been securely saved/stored.</p>	Employee
4.	<p>The employee's legal requirement and obligation of confidentiality will continue after the end of the employee's employment in respect of all confidential information, other than information forming part of the employee's stock of general skill and knowledge.</p>	Employee

5.	<p>Any employee found to be in breach of this confidentiality requirement and obligation, whilst still employed by AIB, will be disciplined, and in serious breaches of this Confidentiality Policy, their employment contract will be terminated.</p> <p>Any former employee found to be in breach of this confidentiality requirement and obligation may be subject to legal action being taken against them, dependant upon the circumstances of the breach.</p>	Management for Action
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This Confidentiality Policy will operate in conjunction with the Letter of Appointment and/or Contract of Employment for every employee employed by AIB.

Related Forms:

Nil

Responsibility:

Immediate manager/supervisor

Related Policies:

Induction

Discipline

Current Status

Version 2

Approved By:

Board of Directors

Date of Approval:

1 July 2011

Previous version:

1 December 2008