

## Confidentiality and Privacy Code of Conduct 2017

APS NSW board members, membership officers, website administrators and other non-specified members have access to information relating to the members of the company. It is a requirement that all members maintain the confidentiality of all information they come across in their APS NSW work.

### **Members must comply with APS NSW privacy policy when collecting and managing personal information.**

Members have a right to seek access to their personal information held by APS NSW. All members have a role in assisting this access subject to APS NSW privacy policy.

All members must:

- respect the confidentiality and privacy of all members
- protect member information so that it is not made available to people outside APS NSW or anyone within APS NSW who does not have a legitimate need for the information
- not use APS NSW information to gain a financial or personal advantage
- handle information fairly and responsibly by treating personal details of members (e.g. address details, phone numbers, student and pension card numbers) confidentially and not disclose them without authority
- protect the security of member information held on their personal computer or hard copy

In some cases, releasing information without proper authority could be a criminal offence. It is therefore important that members not release any information without obtaining appropriate authority to do so.

Members who leave APS NSW are expected to continue to respect the confidentiality and privacy of information gained while a member.

## Confidentiality and Privacy Code of Conduct Acknowledgement

I have received and read APS NSW Privacy Policy 2017, and Confidentiality and Privacy Code of Conduct 2017

I agree to abide by the Confidentiality and Privacy Code of Conduct.

Name: \_\_\_\_\_

Status (e.g membership officer, website administrator, board member):  
\_\_\_\_\_

District Group: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_