

GPI: Employment Confidentiality Policy

Policy Number: GPI 007

Status: Approved by Council

Edition: 1

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Last Review:

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Signed:
For the Policy Review Committee

Policy Name: GPI Employment Confidentiality Policy

Reference:
Privacy Act UK

Rationale:

The Government of Pitcairn Islands (GPI) takes full responsibility for the management of confidential information.

Policy Objectives:

This policy guides GPI employee practices relating to managing private and confidential information.

Definitions:

Confidential Information means information relating to but not necessarily restricted to: financial and other accounts, reports, medical records and personal details how ever obtained. Eg telecommunications and video links.

Activities:

- 1. GPI employee s acknowledge that confidential information is managed with integrity and kept securely**
- 2. GPI employees undertake to keep confidential documents/ records protected and secure.**
- 3. GPI employees do not disclose any “confidential information” unless:**
 - Required to by law;
 - Prior written consent is granted by the Government of Pitcairn Islands;
 - Directed to do so by person(s) which the information refers to
- 4. GPI and all departments dealing with confidential information;**
 - maintain proper and secure storage of all “confidential information”; and prevent disclosure of the “confidential information” to or by third parties.
- 5. All GPI employees who manage hardcopy and/or electronic confidential information;**
 - Return said documentation promptly upon the termination of their employment with the GPI; or at any time upon GPIs request

When a breach of these conditions occurs disciplinary action may be taken by GPI

This policy is approved by:

Date:

Approved review date

This policy is effective as of:

Date:

Annex's

Annex A - Confidentiality acknowledgement form