



## Workplace Confidentiality Policy and Agreement

### 1. WORKPLACE CONFIDENTIALITY

The following information details the rights and responsibilities of staff and participants in maintaining confidentiality within the workplace.

**1.1 Applies to:** All BLH Engineering and Construction Pty Ltd (BLH) staff and employees in either a full-time, part-time or volunteer capacity.

**1.2 Reference:** Schedule 6 (Clause 13 of Part A) National Privacy Principles, Privacy Act 1988

Secrets Act, BLH Policies and Procedures

### 2 PURPOSE

- To protect the privacy of staff and employees involved in the BLH Enterprises.
- To protect the privacy of BLH.

### 3 PROCEDURE

These requirements apply to the employee both during and after the term of the employee's employment with the organisation. All confidential records, documents and other pages, together with any copies or extracts thereof, made or acquired by the employee in the course of his or her employment shall be the property of the organisation and must be returned to the organisation on the termination of the employee's employment.

- It is a requirement at induction, that all staff sign a Workplace Confidentiality Agreement.
- The employee must keep confidential and not disclose to any unauthorised person any information, which comes to the employee's knowledge during the course of the employee's employment, including (but not limited to) personnel files, precedent documents, client lists, office documents and client matters.
- For the purpose of service delivery, staff may only discuss participant information within the guidelines of this policy, to other staff members and
- persons of a legitimate interest external this organisation. If there is any doubt regarding information being permissible to share, then their Supervisor must be contacted for direction.



- No employee without authorisation, may disclose confidential or sensitive information concerning any BLH enterprises, or make a public statement concerning its dealings to the media.
- Requests for information must be referred to BLH through the Managing Director or Manager.

#### **4 SUPERVISOR'S RESPONSIBILITY**

- Implement safe information practices within their area of responsibility by ensuring the following occurs:
  - At induction, staff has access to all relevant information regarding the Workplace Confidentiality Agreement and those they read and sign the Workplace Confidentiality Agreement.
  - Confidential information is stored in appropriate locked files when not in use.
  - Confidential data is not displayed or left where it can be easily observed.
  - Only discuss confidential information relevant to performing the job.
  - Immediately inform the Managing Director or relevant Manager of any loss of confidential information.
  - Immediately inform the Managing Director or relevant Manager of any disclosure of personal information which is in breach of this policy.
  - Historical records, which do not require archiving, are destroyed in an appropriate manner eg. Shredding.

#### **5 MANAGERS RESPONSIBILITY**

- Implement safe information practices within the organisation and ensure appropriate measures are taken to ensure staff are educated in this policy.
- Respond to any breach of this policy in a timely manner and in accordance with the procedures described in section of this policy.

#### **6 DISCIPLINARY ACTION**

- Unauthorised disclosure to a third party of confidential information about matters connected with the business will render the employee liable to disciplinary action and/or civil proceedings to restrain the employee from disclosing the information to a third party, or from making personal use of it without authority from the Managing Director or Manager, or for damages if loss to the organisation results from the unauthorized disclosure.



**WORKPLACE CONFIDENTIALITY AGREEMENT**

1. My Supervisor has explained to me the nature of confidentiality in the workplace.
2. I have read and understand the Policy on Workplace Confidentiality.
3. I have had all the opportunity to ask questions about maintaining workplace confidentiality.

**My Commitment**

I agree to maintain workplace confidentiality in accordance with the organisational policy.

I understand that this requirement applies to myself both during and after the term of my employment with this organisation.

I understand that I am liable for disciplinary action and/or civil action, if I am found in breach of the Workplace Confidentiality Policy.

I understand that signing this document is a condition of employment.

Name: \_\_\_\_\_  
(Print)

Signature\_\_\_\_\_

Witness: \_\_\_\_\_  
(Print)

Signature\_\_\_\_\_

Supervisor: \_\_\_\_\_  
(Print)

Signature\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_