

PESA CONFIDENTIALITY POLICY

Policy number	2017P02	Version	001
Drafted by	Steve Mackie	Approved by board on	13 th September 2017
Responsible person	Federal President	Scheduled review date	September 2019

INTRODUCTION

Information management systems rely on any necessary restrictions on the free circulation of information being respected by those into whose hands the information is entrusted.

PURPOSE

The purpose of this document is to provide a framework for the Petroleum Exploration Society of Australia (PESA) in dealing with confidentiality considerations.

POLICY

PESA collects and administers a range of information for a variety of purposes. Some of this information is restricted in its circulation for commercial, privacy, or ethical reasons.

PESA will place the minimum of restrictions on the information it holds, but will ensure that such restrictions as are considered necessary are observed by its staff and volunteers.

PROCESSES

PESA shall incorporate procedures for designating information confidential.

Restriction

PESA will place restrictions on the information it holds when the information:

- is commercial in confidence;
- concerns the privacy of its staff, volunteers, clients or customers;
- requires protection to safeguard the intellectual property of the organisation.

Volunteers dealing with restricted material will be instructed in the recognition of material falling under these headings.

Identification

Any information on which restrictions have been placed shall be as far as possible clearly identified on the document or file. Where categories of information, rather than individual documents, are restricted this restriction will be conveyed to staff and volunteers dealing with this information.

Protection

Staff of the organisation, and volunteers dealing with restricted information, shall be required to sign a confidentiality agreement (see Appendix A)

Training

All staff and volunteers will be instructed in the requirements of this policy.

RELATED DOCUMENTS

- Privacy Policy

AUTHORISATION

T. Colson

Federal President

PESA

13th September 2017

APPENDIX A

CONFIDENTIALITY AGREEMENT

I agree to hold confidential all information that the Petroleum Exploration Society of Australia (PESA) has placed restrictions on, and to release it to persons outside the organisation only when authorised by the organisation and subject to any conditions set by the organisation.

I undertake to:

- 1) Access information held by the organisation only when necessary to the performance of my assigned duties;
- 2) Make copies of restricted information only when necessary to the performance of my assigned duties;
- 3) Oversee the storage and handling of restricted information to minimise the risk of its diversion into unauthorised channels;
- 4) Take reasonable care to properly secure confidential information on my computer and will take steps to ensure that others cannot view or access such information;
- 5) Not disclose my personal password(s) to anyone without the express written permission of the Federal Board, or record or post it in an accessible location, and will refrain from performing any tasks using another's password; and
- 6) Notify the Federal Board if I have reason to believe that my access codes and passwords have been compromised.

Signed _____

Date _____