

THIS DEED is made

BY: The employee with the Office of the Information Commission (**the OIC**) or visitor or work experience person or student named in Item 1 of the Schedule (**the Employee**).

BACKGROUND:

- A. It is recognised that the nature of OIC work, requires its employees to frequently handle sensitive and confidential information, including information which agencies, individual and third parties may be claiming should not be released as it comprises exempt information or information which on balance would be contrary to the public interest to release.
- B. It is recognised that there is a great public trust placed in the OIC to protect this information from improper use and that disclosure of such information may damage the OIC's ability to perform its functions.
- C. It is recognised that an employee with the OIC should not access, use or release information that is not related to the performance of that employees duties.
- D. It is understood that each employee must:
 - give close attention to the classification of information the OIC holds and rigorously uphold the integrity of those classifications;
 - access only such information as he or she is specifically authorised to access;
 - exercise discretion and caution in discussing information with other OIC officers (and to participants in external review applications);
 - ensure no information can be accessed by unauthorised people;
 - comply with all confidentiality and security procedures of the OIC (including the clean desk policy and the handling and storage of exempt matter); and
 - never use OIC information to further their own personal interests, financial or otherwise.
- E. The Employee agrees to abide by the terms of this Deed.

AGREED TERMS:

1. DEFINITIONS

1.1 In this Deed, the following definitions will apply:

“**Commissioner**” means the Information Commissioner;

“**Confidential Information**” means information that:

- (a) is by its nature confidential;
- (b) the Employee knows or ought to know is confidential; or
- (c) is categorized by the OIC as confidential or sensitive, including:

- (i) exempt information the subject of external review applications;
- (ii) information conveyed formally or informally to, or overheard by, the Employee in the course of the Employee's employment or work experience;
- (iii) information from databases and any other forms of electronic information;
- (iv) information comprised in or relating to any Intellectual Property Rights of the OIC;
- (v) information relating to the financial position of the OIC;
- (vi) information relating to the internal management and structure of the OIC or its personnel, policies or strategies;

but does not include information which:

- (d) is or becomes public knowledge other than by breach of this Deed; or
- (e) is required by law to be disclosed;

"Deed" means this document and any schedules or annexures to it;

"Intellectual Property Rights" includes copyright, trade mark, design, patent, semiconductor or circuit board layout rights, trade, business or company names, confidential or other proprietary rights, or any rights to registration of such rights, whether created before or after the date of this Deed and whether created in Australia or elsewhere.

2. KEEP INFORMATION CONFIDENTIAL

2.1 The Employee undertakes to deal with Confidential Information in accordance with the principles and policies of the OIC and this Deed.

2.2 The Employee must not:

- (a) disclose, publish or communicate Confidential Information; or
- (b) permit Confidential Information to be disclosed, published or communicated

to any person in any manner except:

- (d) in the proper performance of the Employee's duties; or
- (c) with the prior express written consent of the Commissioner.

2.3 The Employee must not copy Confidential Information or permit Confidential Information to be copied except:

- (a) in the proper performance of the Employee's duties; or
- (b) with the prior express written consent of the Commissioner.

2.4 The Employee must:

SCHEDULE

Personal Details:

Name: _____

Address: _____

Telephone: _____

Mobile: _____

Email: _____