**CONFIDENTIALITY AGREEMENT**

The Confidentiality Agreement is a critical part of the overall framework for ensuring the highest privacy and confidentiality standards apply to the NSW Government Employee Number (GEN) and information collected by the NSW Public Service Commission (PSC) in relation to the GEN (*described below as* ***‘the information’***).

**CONDITIONS OF ACCESS TO THE INFORMATION**

1 Each person to whom access is granted to the information collected in relation to the GEN must complete and sign a GEN Confidentiality Agreement form and abide by its protocols. This provision does not apply to the person to whom the information relates, when accessing his/her own information.

2 An individual who has signed the GEN Confidentiality Agreement Form has no authority to provide a third party with access to the information.

3 A separate GEN Confidentiality Agreement Form has to be signed by every person accessing the information.

4 When access to the information is granted to a person, this person may not use it for a different purpose than that for which the access was granted.

5 Persons granted access to the information must undertake all reasonable steps to guarantee the privacy and confidentiality of the information.

6 Where the information is accessed via, or stored on, a computerised medium, no other person (including other staff within the PSC) should be able to access the media where the information is stored.

7 Where access to the information is secured by a password, this password must not be shared with, or disclosed to, any person who has not been granted access to the information.

8 Where the information is stored on a computer’s hard disk or other electronic media, the computer or media must be secured to prevent unauthorized access.

9 Authority to access the information is automatically revoked when an individual occupying a role requiring access leaves that role.

10 Any breach of privacy and/or security relating to the information must be reported immediately to the NSW Public Service Commissioner.

11 All persons accessing the information must comply with the Privacy Code of Practice and Management Arrangements for the GEN.

12 Failure to comply with the provisions contained in this document may result in action under the *Privacy and Personal Information Protection Act 1998* (PPIP Act) and/or the *Government Sector Employment Act 2013* (GSE Act)

The person nominated below for HR Administrator access agrees to abide by the confidentiality and data security conditions and procedures set out in the *Privacy Code of Practice & Management Arrangements for the Government Employee Number (GEN)* and in this document.

**I AGREE  I DISAGREE**

**GEN ADMINISTRATOR ACCESS REQUEST**

**To be completed ELECTRONICALLY by the person requiring GEN ADMINISTRATOR/VIEW-ONLY access**

**access level required:**

**ADMIN  VIEW-ONLY**

|  |  |
| --- | --- |
| Name |  |
| Role title |  |
| Agency |  |
| Division |  |
| Your GEN |  |
| Email |  |
| Phone number |  |
| Name of division/s (including division ID/s) GEN Administrator/view-only access is required for |  |

**To be completed AND ENDORSED ELECTRONICALLY by the DIRECTOR (Band 1 Level Executive OR HIGHER) RESPONSIBLE for the person requiring GEN administrator/VIEW-ONLY access**

|  |  |
| --- | --- |
| Name |  |
| Role title |  |
| Agency |  |

Please **do not PDF** this form but email it to [GEN@psc.nsw.gov.au](mailto:GEN@psc.nsw.gov.au), with the subject heading ‘GEN Confidentiality Agreement and Access Request’. Copy the approving Director.

**Please note**: GEN Admin/view-only access cannot be granted without the Director’s endorsement.

**PSC USE ONLY**

Within the NSW Public Service Commission, the Director responsible for administration of the GEN is the only person who can grant access to the information collected in relation to the GEN, other than the Commissioner or Deputy Commissioners.

|  |  |
| --- | --- |
| Date received |  |
| Processed by |  |
| Decision |  |
| Approved / declined by |  |