

Annexure 4.6

Introduction:

Every employee during the course of their engagement with PSDF will be handling or will have access to information some which will be confidential in nature.

Scope:

This policy includes all Data and information that are confidential in nature and generated or accessed while being employed at PSDF.

Policy Description:

GUIDELINES FOR PRACTICE

Employees must not access any confidential information held in any form when they have no proper reason to do so in the course of their duties. When dealing with information of any nature, Employee must be aware of their personal responsibility and undertake to abide by the policies and procedures of PSDF.

Personal information

- Personal information may relate to Employee, Trainees, external contractors and third parties. To ensure the confidentiality of personal information, the following guidelines must be adhered to:
 - Access to areas, departments or offices containing confidential information must be restricted to authorized personnel only.
 - Staff must not access personal information of others for which they have no proper reason to do so in the course of their duties. This includes own records.
 - Any request for Employee information from an external agency should be passed on to HR department.

Corporate information

- Employees must ensure that corporate/business information is only viewed by those who need to see it in line with their role. Confidential information must not be left unattended unless in a secure environment.

Best Practices to Ensure Confidentiality: Employees are required to follow the best practices as outlined below to ensure confidentiality.

Electronic records

- All-important files should be password protected. Passwords must be constructed to minimize the possibility of either being memorized or generally able to guess easily by a hacker or colleague.

Employees must change their password at regular intervals or at any time they suspect that their password has become known.

Employment Contracts

- Employee contracts contain a statement enforcing the duty to respect the confidentiality of information.
- Where contractors and external parties are engaged, the contracts between the PSDF and these third parties must contain clauses to ensure that contract staff is bound by the same obligations as PSDF staff.
- Line Managers / Head of Departments must ensure that staff is made aware of their responsibilities.

Removal or change of access

- When a member of staff ceases to be employee with PSDF (could be due to resignation, termination or expiry of contract), the manager should ensure:
 - Rights of access to computer systems are withdrawn
 - Ownership of files and documents (held in any format) are transferred to another appropriate member of staff
 - Identity cards are returned
 - Any PSDF's property (e.g. keys) is returned

Unauthorized Access to Information

- Promptly report any actual or suspected unauthorized access to company's system / Information to:
 - Your manager, and
 - HR Department

Breaches of confidentiality

- Employees are contractually obliged to abide by this policy. Any breach of confidentiality must be reported to the Head of HR and to the line manager concerned.
- Any breach of this policy will be dealt with in accordance with the PSDF's Disciplinary Policy.