Professional Conduct
Protecting confidential information

The Department collects and stores a lot of confidential information. Unauthorised disclosures may cause people harm, or give an individual or agency an improper advantage. The Department's integrity and credibility may be damaged if it cannot keep information secure.

As a departmental employee, you must only use official information for the work-related purpose it was intended.

Unless authorised to do so by legislation, you must not disclose or use any confidential information without appropriate approval.

You must make sure that confidential information, in any form, cannot be accessed by unauthorised people. Sensitive information should only be provided to people, either within or outside the Department, who are authorised to have access to it.

You should always exercise caution and sound judgment in discussing other people's personal information with other departmental employees. Normally information should be limited to those who need to know in order to conduct their duties, or to those who can assist us in carrying out our work because of their expertise.

Former departmental employees must not be given access to confidential information.

Information concerning privacy is available on the Department's Legal Services intranet site and also refers specifically to Collection, use and disclosure of information about TAFE NSW students with a history of violence (pdf).
Examples of *inappropriate* release of confidential information might include:

- an employee providing information to another department or agency involved in an investigation or complaint without permission from their manager or where legally compelled to do so
- an employee supplying confidential information to a company tendering for Government work
- employees accessing their colleagues' or students' contact details or workplace records inappropriately.