

ESR Information Security

At ESR we set the highest standards for protecting the confidentiality and security of information and data at all times through policies and processes that you can view on the ESR intranet. Our reputation is one of our most valuable assets. It strengthens public trust and confidence in the work that we do, and we go to great lengths to maintain it.

In the work that you do for us you will have access to a range of internal and/or external private, sensitive, commercial and/or security classified information and data. ESR requires you to always observe and maintain the highest professional and ethical standards for protecting the confidentiality and security of that information and data at all times.

Any unauthorised use or disclosure (leaking) by you of information to which you have access is serious and may result in disciplinary action that may include dismissal, cancellation of contract, and/or referral of the matter to the NZ Police. This confidentiality requirement continues even after cessation of employment or involvement with ESR.

In order to protect ESR information and data you are expected to:

- protect the privacy of people accessing services at all times
- treat information and data with special care and use it only for proper authorised purposes
- maintain confidentiality at all times when in possession of sensitive information and data
- ensure that all information and data is collected, accessed, used, stored and disposed of appropriately
- keep information and data confidential and safe around the office and when transporting it
- take particular care with email or postal addresses when transferring data and information
- not misuse, falsify or destroy information and/or data
- not respond to media, research or client family requests if not fully authorised to do so
- not give out an address or other details about a client to a person who is not authorised to see it
- not use information contained in ESR systems or files for unauthorised purposes
- not deliberately give false or misleading information
- not have inappropriate conversations about ESR business or clients inside or outside the workplace
- immediately report any breaches of information and data security to a senior ESR manager

Acknowledgement

I acknowledge that I have received this copy of the ESR Information Security sheet; I understand it, and I agree to comply with the standards of integrity and conduct contained within it. If unsure of the content at any time I am aware that I can seek guidance from an ESR senior manager or from ESR Human Resources.

I understand that behaviour inconsistent with the content of this document is not acceptable and serious and that any such behaviour will be investigated in a timely manner, and could result in disciplinary action (including dismissal).

Name:

Signature:

Date: