

Work Attachment Guidelines on Confidentiality

1. You are required to adhere to all the policies of the Host Organization and all the obligations set forth in your WA contract with the Host Organization, which would likely contain an express obligation on confidentiality. Do refer to the Host Organization policies and the terms of your WA contract to obtain a clear and thorough understanding of your obligations on confidentiality.
2. In the course of your work, you may derive or create information belonging to the Host Organization or to clients of the Host Organization which is not accessible by the public or circulated in the public domain. This is generally referred to as confidential information of the Host Organization.
3. Confidential information may include, without limitation, financial data, business plans, marketing plans, product development plans, clients' lists and employees' lists, reports, studies, trade secrets, transactions, pricing, notes, programmes, whether in paper, electronic or any other form.
4. You should not disclose confidential information to anyone who is not entitled to receive it. You must keep confidential information carefully guarded from any form of improper use and/or disclosure. Specifically, you must not provide, circulate, email and/or transmit, or cause to be provided, circulated, emailed and/or transmitted, any confidential information to any person or entity other than the employees of the Host Organization who reasonably need to have access to the confidential information for the purposes of their duties under their employment with the Host Organization.
5. For security reasons, you must not send any confidential information to your SUSS or personal email account or any other email accounts outside of the Host Organization (even if you do so for work purposes). You must also avoid discussing work or commenting on any confidential information in public areas outside of the office, such as elevators and eating places as well as on public transport. You must not discuss or comment on your work on any social media, for example Facebook and Twitter.
6. Do not make unauthorised use of confidential information.
7. Note that the duty of confidentiality arises even if it is not expressly stated in the policies of the Host Organization policies or in your WA contract with the Host Organization, and the obligation of non-disclosure on confidentiality continues even after you have completed your WA.
8. If you have any questions or concerns about handling Host Organization information, please approach your WA Supervisor in the Host Organization.