



**GUIDELINES FOR
MANAGING
CONFIDENTIAL
INFORMATION**

GUIDELINES FOR MANAGING CONFIDENTIAL INFORMATION

A. INTRODUCTION

In managing information for recruitment and selection, a high degree of secrecy relating to access, handling and disclosure of such information must be upheld at all times. The mismanagement of information bears damage to integrity of the process and impacts on the ethical values of all parties involved.

Confidential information is privileged communications / information relating to a specific decision making process and shared only amongst individuals involved¹.

Any information relating to R&S decisions are privileged and confidential. All parties involved, directly or indirectly, must not in any way disclose confidentially privileged information. They need to understand their responsibilities related to the security of information handling, use and storage in any form whether electronically or physical.

The mismanagement of confidential information relating to R&S is a serious breach of trust and confidence in the integrity of the process.

B. ACCESS AND CLEARANCE LEVEL FOR CONFIDENTIAL INFORMATION

To ensure access to confidential information is restricted and minimal, users² of the information must possess the necessary clearance and legitimate need to obtain the access, use and disclosure of information, For Senior Executive positions, the following access and clearance is maintained:

For CEO Positions

1. Prime Minister
2. Chairman of the Commission
3. Chairman of the RT
4. Independent Panel Member
5. ACEO Senior Executive Services
6. Executive Assistant (of the Chairman PSC) / Principal Officer (SES)

For Contract Positions

1. Chairman of the Commission
2. Commissioners

¹ www.businessdictionary.com/definition/confidential-information.html

² Person privy and managing information

3. Relevant CEO
4. ACEO Senior Executive Services
5. SES responsible Officer
6. PSC Records Management

C. HOW TO MANAGE INFORMATION

To manage information, the following must be observed:

1. All parties³ involved in the R&S process have a responsibility to handle with extreme care and caution the confidential information to protect the privacy of the information and to safeguard all related information for legitimate use by authorized personnel involved in the process:
 - Members of the Commission
 - Appointing Authorities
 - Panel Members
2. Intentional misuse and negligent handling use of confidential information puts the entire R&S process into disrepute. Some examples are as follows
 - a) ***Misuse***
 - The disclosing, discussing and/or providing confidential information to any individual not authorized to view or access;
 - Using information viewed or retrieved from the process for personal or any other unauthorized or unlawful use outside the R&S spectrum.
 - The modification of any information without authorization.
 - b) ***Negligence***
 - The reckless, careless, or improper handling, storage or disposal of confidential information, including electronically stored and/or printed documents and Interview reports containing confidential information
 - Intentionally or unintentionally generating and/or disseminating false or misleading information.
3. All parties involved in the process and have access or manage confidential information bear the responsibility of preserving and protecting the complete confidentiality and

³ Involved means individuals identified in Part B who have access and clearance to information

privacy of such. Public Servants can be held liable under specific legislations on ethical conduct. Here are some examples of Confidential Information:

- Applicants' personal information
 - Identity of the applicants applying to a position
 - Identity of the applicants shortlisted to be interviewed
 - Information relating to the content of Additional Assessment Tools
 - Information relating to the content of the Interview and inherent discussions
 - Information relating to the Decision on the appointment of an applicant to a position;
 - Information relating to the Panel members' assessment and scoring
 - Interview Report details
4. All parties who have access to confidential information are expected to take measures to protect the confidentiality and privacy of the information:
- Ensure all printed material are marked **CONFIDENTIAL**
 - Ensure all information are kept within the confines of the Office
 - Ensure all information are disposed in a way that will preserve confidentiality
 - Ensure all information have proper clearance either for disclosure or non-disclosure
5. Members of the Selection Panel outside the scope of the Public Service are required to sign a **Non-Disclosure Agreement** (Attached) to reinforce their obligation and duty to the R&S process to keep and maintain the proper handling of confidential information by non-disclosure.

