

# ***NSW INJURY RISK MANAGEMENT RESEARCH CENTRE***

## ***CODE OF CONDUCT***

I, \_\_\_\_\_,

understand that as a staff member/student of the NSW Injury Risk Management Research Centre (Centre), I may be required to collect Personal Information about an Individual/s or access unit record data about an Individual/s from one of the data sources held by the Centre.

I hereby agree to abide by the confidentiality and data security conditions and procedures as set out in the Centre's Privacy Policy.

Further, to ensure the confidential nature of the data, I agree to the following:

- not to divulge or communicate any information whatsoever, either obtained from an Individual/s or through access to unit record data, to any person not currently working for the Centre; and
- not to reproduce any documents containing Personal Information, either obtained from an Individual/s or unit record data, for the purpose of sharing that information with any person not currently working for the Centre; and
- to ensure that all information based on the analysis of Personal Information from Individuals or unit record data is disseminated in a manner that prohibits the identification of an individual; and
- to ensure that no information based on Personal Information obtained from unit record data held by the Centre, is published, presented or in any other form disseminated without the prior approval of the Director of the Centre and the relevant Partner who provided that data to the Centre. This approval will be obtained in writing or via email prior to submitting any paper, abstract, report, conference presentations, student thesis, etc and is to be organised through the Centre Data Manager. The Centre Director and the funding Partner will endeavour to provide this approval in a timely manner.

Signed

Date

\_\_\_\_\_

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***Note: All NSW Injury Risk Management Research Centre staff/students are required to sign this document before they use any of the Centre's data resources or collect/use Personal Information in any research project. A copy of this signed form will be kept in the staff member's personnel file and will also be provided to the Centre's Quarterly Review Committee.***