

IOMS Conditions & Agreements Form

User Details

Full Name:	<input type="text"/>	Phone:	<input type="text"/>
Position:	<input type="text"/>	Location:	<input type="text"/>

Conditions & Agreements

- To maintain the confidentiality of their username and password combinations and not divulge them to any other person be they an officer of Queensland Corrective Services, prisoner / offender or member of the public;
- To abide by all DJAG Information and Communication Systems Policies, Procedures, Standards, Frameworks and Guidelines;
- To abide by the conditions set out in the 15.2.6 Access Management Policy and Procedures;
- To abide by the responsibilities as outlined in the Queensland Public Service Code of Conduct and under Section 341 of the Corrective Services Act 2006 in relation to departmental information, which includes usage or disclosure of any information on the IOMS system and any other sources of confidential information;
- To abide by the government's Code of Conduct;
- To advise the IOMS Helpdesk at the earliest opportunity of any associated risks with information security;
- To comply with the DJAG Policy and Practice relating to the use of all electronic services. These can be found on the DJAG intranet;
- To use all electronic services in a professional and ethical manner consistent with the standards expected of DJAG personnel;
- Acknowledge that unauthorised access or disclosure is a breach of the code of conduct and may also be an offence under the Information Privacy Act 2009 and the Criminal Code Act 1899. Misuse can lead to disciplinary action and may include dismissal;
- To advise their manager/supervisor of any suspected information security breaches within any of the electronic services forthwith upon becoming aware of the same;
- To advise the ITS in writing via an IOMS Production Access Form of when your employment situation and/or location changes in order for access privileges to be amended as required;
- Acknowledge that my user ID will only have the minimum access requirement for current duties of an officer, if the officer's duties change, then access rights must be changed;
- Acknowledge that IOMS usage is monitored, for management, audit and review purposes. Information gained through access to IOMS means that you are an informed person under section 341 Corrective Services Act 2006. Unauthorised disclosure of such information is an offence under the Corrective Services Act 2006; and
- To only access information falling within scope of the user's authorisations and current duties of an officer.

User Declaration

By signing this form, you acknowledge that you have read and accepted the Conditions & Agreements outlined on this form and understand and accept the [DJAG Information Security Policy](#).

Signature:

Date: