



IOMS Training

Use Agreement & Confidentiality Obligations

Version 1.6

You will participate in IOMS training. An integral part of training is the use of the IOMS Training application. The IOMS Training application is the green IOMS icon on your computer desktop.

The IOMS Training application has the same functions as the IOMS Production application used by Queensland Corrective Services (QCS) to manage offenders state-wide. The key difference between the two applications is the offender data. In the IOMS Training application all attachments are blank, offender photos are removed and some offender personal details have been masked (made fictional). A large majority of the database contains real offender information - the purpose is to place context around the training you are undertaking.


BEFORE accessing the IOMS Training application, you must understand that:

- You will be granted the opportunity to view personal and protected information relating to offenders, QCS and its staff;
- You may only access confidential information on a need-to-know basis. That is, where there is a requirement for such information to be used during the course of your official duties for QCS;
- Accessing information out of curiosity or for personal interest or gain is not permitted;
- If you access information in IOMS without authority you are liable to the same consequences as for disclosing information from IOMS (as outlined below).

Informed Person

- Upon accessing information within an IOMS application, you will become an 'informed person' under Section 341 of the Corrective Services Act 2006 (CSA 2006). Once information is obtained by you, it cannot be disclosed to anyone else except as authorised under the CSA 2006.
- Never discuss confidential information in relation to an offender or staff outside of work, either with an offender, the media or with family or friends;
- If you think you may need to disclose information and you are uncertain about whether the disclosure would be authorised under the CSA 2006, you should seek advice from a Supervisor or Manager before proceeding;
- Unlawful disclosure of confidential information by you could result in prosecution under the CSA 2006 with a maximum penalty of 100 penalty units (\$12,615) or 2 years imprisonment per offence;
- In addition, you may commit an offence against the provisions of Section 408(E) of the Criminal Code Act 1899 (Computer Hacking and Misuse) which carries penalties ranging from two to ten years imprisonment depending on the circumstances of the access and use of information from a computer system;
- Your actions may be a breach of the Code of Conduct for the Queensland Public Service;
- Your actions may amount to a breach of the Information Privacy Act 2009; and
- Your actions may result in civil action.

Information Technology

- Network access is required to access IOMS and other information systems';
- Your QCS login password is confidential and is not be to disclosed to anyone, including other authorised users within QCS;
- You must Lock your computer when it is not in close proximity. Press  + L on the keyboard to lock your computer.

Audit

- Unannounced audits of your IOMS usage (Training, Production, Support and UAT applications) may be conducted to monitor appropriate use of and compliance with the obligations stated on this form.

IOMS Applications

- All obligations stated on this form apply to IOMS Production, IOMS Training, IOMS Support and IOMS UAT applications.

Trainee Signature:

Consequences

- At any time before, during or after IOMS training it becomes known that you have breached any of your obligations as stated in this agreement:
 - Your access to the IOMS Training application may be suspended or revoked;
 - Your participation in IOMS training may be suspended or terminated;
 - Your supervisor / manager / trainer will be notified of the incident for further consideration and action;
 - The incident will be forwarded onto the Intelligence & Investigations Branch; and
 - The incident will be referred to the QCS’ Ethical Standards Unit, the Queensland Police Service and the Crime and Corruption Commission.

ACKNOWLEDGMENT

You must sign each page of this agreement to participate in IOMS training. A copy of this signed agreement will be provided to you, a copy will be sent to the IT Service Centre and the original is to be kept by Offender Information Systems.

By signing this form, you acknowledge that:

- You have participated in training in relation to the IOMS Use Agreement, your confidentiality obligations and your signing of this form;
- You have read, accept and understand the obligations and consequences outlined in this agreement;
- You have been provided with and will comply with the Department of Justice and Attorney-General (DJAG) Information Security Policy;
- You have been provided with and will comply with the DJAG Use of ICT Services, Facilities and Devices Policy;
- You have been provided with and will comply with the Network Access Conditions & Agreements;
- You have been provided with and will comply with IOMS Conditions & Agreements Form;
- You have been provided with and will comply with the Offender Information System Access Procedure, QCS Network Access Control Procedure and Reporting Services Access Procedure; and
- All policies, procedures and forms mentioned above are available and accessible from: <http://iomsehub/19101.htm>.

Trainee to Complete

Name:

Signature:

Login ID:

Date:

Instructor to Complete

Name:

Signature:

Date:

