



Australian  
Fabians.

We aim to promote  
greater **equality of**  
power, wealth and  
**opportunity.**

## CODE OF CONDUCT FOR FABIANS MEMBERS: Use of data and information.

Australian Fabians fundamentally believes in solidarity and collective action. When you Work for Fabians, you not only represent yourself, you represent our organisation.

The *Code of Conduct for Australian Fabians Volunteers and Members* sets out the standards that Australian Fabians volunteers expect of themselves and each other. By signing in to the Nation builder Control Panel, you declare that

(a) you have read the *Code of Conduct for Australian Fabians Volunteers and Members*;

(b) you will abide by it; and

(c) you will notify the Fabians or your state or territory branch immediately if you become aware of any breach of the *Code of Conduct for Australian Fabians Volunteers and Members*.

Furthermore, by logging in to the control panel you agree to your information being made available to the Australian Fabians and its affiliates for Fabians-related or management related purposes only.

### 1. PERSONAL CONDUCT

Australian Fabians volunteers and members must act in a manner that is consistent with the Fabians values of equity, respect and integrity. When working in the community, they must be courteous and responsive, upholding the Fabians long-standing commitment to genuine participatory democracy.

#### ***Equal Opportunity and Anti-Discrimination***

Australian Fabians strongly supports equal opportunity and anti-discrimination. When engaging with members over matters related to their own data, Fabians volunteers and members should act with courtesy and respect. Complaints should be dealt with politely and responsively, and any matter which cannot be resolved in a one to one

communication or results in a dispute should be referred to the National Board Convenor or Secretary for resolution.

## **2. USE OF RESOURCES**

Resources owned by Australian Fabians: phones, computer systems, materials and other equipment are provided through the generous donations of members and supporters. They must be used for Fabian purposes only. Inappropriate use of resources may lead to civil or criminal liability.

Use of Australian Fabians resources must be consented to by the relevant State Branch.

Australian Fabians has an obligation, both legally and operationally, to monitor and control use of resources. In practice this applies to the Australian Fabians website and other social media controlled by Australian Fabians. Australian Fabians volunteers and members must bear in mind that they are the professional face of the organisation when communicating through such media. Volunteers and members are also advised to avoid using Fabian resources for personal matters that require a high level of privacy.

## **3. CONFIDENTIAL INFORMATION**

"Confidential information" means information obtained or created by Australian Fabians volunteers and members pertaining to deliberations of the Australian Fabians prior to release as minutes of meetings or similar public documents, and personal information about members, unless that information is generally available to the public. It includes documents, data, graphics and images in any form, except where there is a legal or ethical requirement for openness, transparency and democratic process.

Where there is an issue or debate, volunteers and members should seek the opinion of the National Board.

Volunteers and members must take all reasonable steps to ensure that personal confidential information is not disclosed to any third party, and must notify the Fabians National Convenor or Secretary immediately if they become aware of such disclosure. All confidential information created by volunteers and members remains the intellectual property of the Fabians.

### ***Confidentiality of Electronic Information***

Any unauthorised access to, modification of, or use of Australian Fabians data or information held electronically, including on NationBuilder, is strictly prohibited. This includes alteration or removal of the data, unauthorised addition to the data and disclosure of the data.

Any Australian Fabians user that facilitates any unauthorised access to Australian Fabians electronic databases, resources or information, including NationBuilder may be liable for prosecution under the provisions of the *Commonwealth Electoral Act 1918*, the *Commonwealth Cyber Crimes Act 2001* and state and territory cyber-crime legislation.

### **Breach and Notification**

Australian Fabians has both a legal and community obligation to ensure that Fabians data is used for official purposes only. Unauthorised use of data, especially for any commercial purpose, will result in fines and prosecution.

Australian Fabians volunteers and members must immediately notify the Australian Fabians Secretary of any potential, suspected or actual unauthorised disclosure or use of any confidential information or breach of this agreement.

## **4. IMPORTANT LAWS AND REGULATIONS**

Australian Fabians Volunteers/Members should be familiar with all applicable laws and regulations pertaining to data handling and management of organisational information.

Australian Fabians  
contact: National Secretary  
address: National@fabian.org.au

### **Version**

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12 February 2018		1