

# LSEPI

## Requirement of the BCS

You are required to follow the code of conduct as presented by the BCS (British Computing Society)

<https://www.bcs.org/upload/pdf/conduct.pdf>

Summary of the code of conduct as follows

- You have a duty to public health
- You have a duty to Professional competence and integrity
- You have a duty to profession
- You have a duty to relevant authority
- Failing to meet these requirements may result in a disciplinary action by the BCS

## Policy and Regulation

- Staff IDs should be unique and different for each person
- Each staff should have their own log in details to see their own payroll
- Staff should sign their own NDA with their own personal information and signature

## Your legal responsibilities

- If someone is attempting to break into the system you should report it to the higher management as soon as possible
- If someone is attempting to disclose information on the payroll system that is not their own, you should report it to the higher management as soon as possible

## Ethics

- You should know that it is wrong to share other people's personal information and to compromise the security of the system.

## Privacy

- You are not allowed to disclose any information on the payroll system
- Information you obtain from the payroll system should be for your eyes only
- You should not share private information about other people publicly
- Data protection act should be regulated and enforced

If any policy is broken here, you are subject to being removed permanently from your current job and be subject to the involvement of the law enforcement.