

Commonwealth Bank Conflict of Interest Declaration

Security Guidelines for Working in Shared Premises and exchanging information

Security Guidelines for Working in Shared Premises and exchanging information the business information of the Commonwealth Bank of Australia (Bank) is a valuable asset and the Bank is committed to keeping it secure. It is everyone's responsibility to ensure the confidentiality, integrity and availability of the information and assets of the Bank and its customers is preserved. In addition to legal requirements, the community, our customers, shareholders and colleagues have an expectation that the Bank maintains a high level of security over its information. This is particularly important during transition or knowledge transfer stage of project and there are a number of Bank and Bank Technology Partner / Service Provider staff involved in sharing or transitioning various forms of confidential information. During this period, it is imperative that Bank staff as well as the Technology Partner staff are aware and take adequate measures to protect the Bank's information and intellectual property. Please note that any reference to "Bank information" or "confidential information" includes information and intellectual property not owned by the Bank but which is under Bank control.

Bank Policy

Your duty to protect the privacy of customer information forms part of the Statement of Professional Practice. The Federal Government's National Privacy Principles reinforce the need to keep customer information totally confidential.

The Information Security Policy, Information Technology (IT) Security Policy provides guidance on all matters relating to Information and IT Security and it is everyone's responsibility to ensure that they are conversant with their responsibilities.

All of the Bank's Security procedures apply in shared facilities, transition stages and document handover stages however you need to pay particular attention to the following precautions to protect the Bank's confidential information to protect against the financial risks which can arise from internal or external sources.

Note: Inappropriate or unauthorised use of the Bank's confidential information will result in disciplinary action, which may result in dismissal.

As part of the bank policy and with a view to secure the confidential data please complete the below following questions.

- 1) *Are you are aware of any positions, relationships or any other matters that could give rise to real or apparent conflicts of interest if you obtain the position you have applied for? (YES / NO)*

- 2) *Do you have any relatives or associates that have any prior or present association with any organisation or individual that could be considered a real or apparent conflict of interest if you are successful in obtaining the position you have applied for? (YES / NO)* _____

Additional Details (If above answer is YES)

*Are you are aware of any positions, relationships or any other matters that could give rise to real or apparent conflicts of interest if you obtain the position you have applied for? **(ONLY IF YES)***

Please provide the details of any conflict of interest that may arise if you obtain the position you have applied for.

*Do you have any relatives or associates that have any prior or present association with any organisation or individual that could be considered a real or apparent conflict of interest if you are successful in obtaining the position you have applied for? **(ONLY IF YES)***

Please provide the details of any *prior or present association with any organisation or individual that could be considered a real or apparent conflict of interest, if you are successful in obtaining the position you have applied for.*

Acceptance of Accountabilities

Team Member: (Must be a Technology Partner staff member who is working on CBA premises) I have read and understood my responsibilities and agree to comply with these guidelines regarding working in shared premises		
Name with SAP Number	Signed	CBA Joining Date