

1.1. CONFIDENTIALITY IN THE SELECTION PROCESS

1. Applications for advertised vacancies are strictly confidential. Confidentiality must be maintained by all staff at all stages of the selection process. Disciplinary action may be taken in the case of any breach.
2. Access to vacancy files is restricted to those personnel who are part of the selection process. Personnel involved must ensure that the identity of the applicants and the contents of their applications remain confidential.
3. Steps must be taken to ensure confidentiality:
 - when applications are being lodged;
 - when files are being prepared;
 - in the storage of applications;
 - during the interview process;
 - until a decision is announced.
4. Photocopies of applications made for the Selection Panel must be destroyed after the interview.
5. The Panel are not to discuss details of the selection process with anybody outside the process.
6. Personnel handling an advertised vacancy file are obliged to sign a confidentiality declaration. (see appendix 3.8)