

Header

Manual Category	Ü B. Policy and Legislation	Final
Manual ID - No & Title:	Ü Policy - Policy and Legislation	v2013/01
Chapter No. & Title:	Ü 16. Security	Last Updated:
Section No. & Title:	07. Security Policy Guidelines	13 May 2013
Subsection No. & Title:	03. Acceptable Use Policy	
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This Policy replaces 'Guidelines for non work related use of the ABS information technology environment.'

Introduction

1. This policy sets out the principles and requirements for the appropriate and inappropriate use of the ABS Information Technology Environment (the IT Environment). It does not and can not categorise all possible appropriate and inappropriate uses of the IT Environment. If staff or managers are unable to determine whether any particular usage is appropriate, they should seek advice from the Director of Security and/or People Management and Support Section.
2. All ABS staff who access the IT Environment must read and comply with this policy and supervisors must draw it to the attention of staff under their supervision.
3. This policy is designed to minimise the potential exposure to the ABS from damage which may result from unauthorised use of ABS resources, including the loss of sensitive or confidential data, theft of intellectual property, damage to the ABS public image, or corruption of critical ABS systems.

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10. Examples of unacceptable use of the IT Environment include (but are

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Manual Category	Ü B. Policy and Legislation	Final
Manual ID - No & Title:	Ü Policy - Policy and Legislation	v2014/01
Chapter No. & Title:	Ü 10. Developing and Conducting Statistical Collections	Last Updated: 24 Jul 2014
Section No. & Title:	11. Administrative and Transactional Data Policy	
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Can I extract data from Facebook and other social networking sites for my collection:

38 Generally, the ABS should not collect data about individuals from the social media. There are a range of issues with the collection of personal information from social networking

sites, including the perception of the general public about this type of activity and the difficulty in providing adequate protections under the *Census and Statistics Act 1905*. [REDACTED]

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Manual Category	Ü B. Policy and Legislation	Final
Manual ID - No & Title:	Ü Policy - Policy and Legislation	v 2013/01
Chapter No. & Title:	Ü 08. Organisation and Planning	Last Updated:
Section No. & Title:	19. Business Continuity	10 Mar 2015
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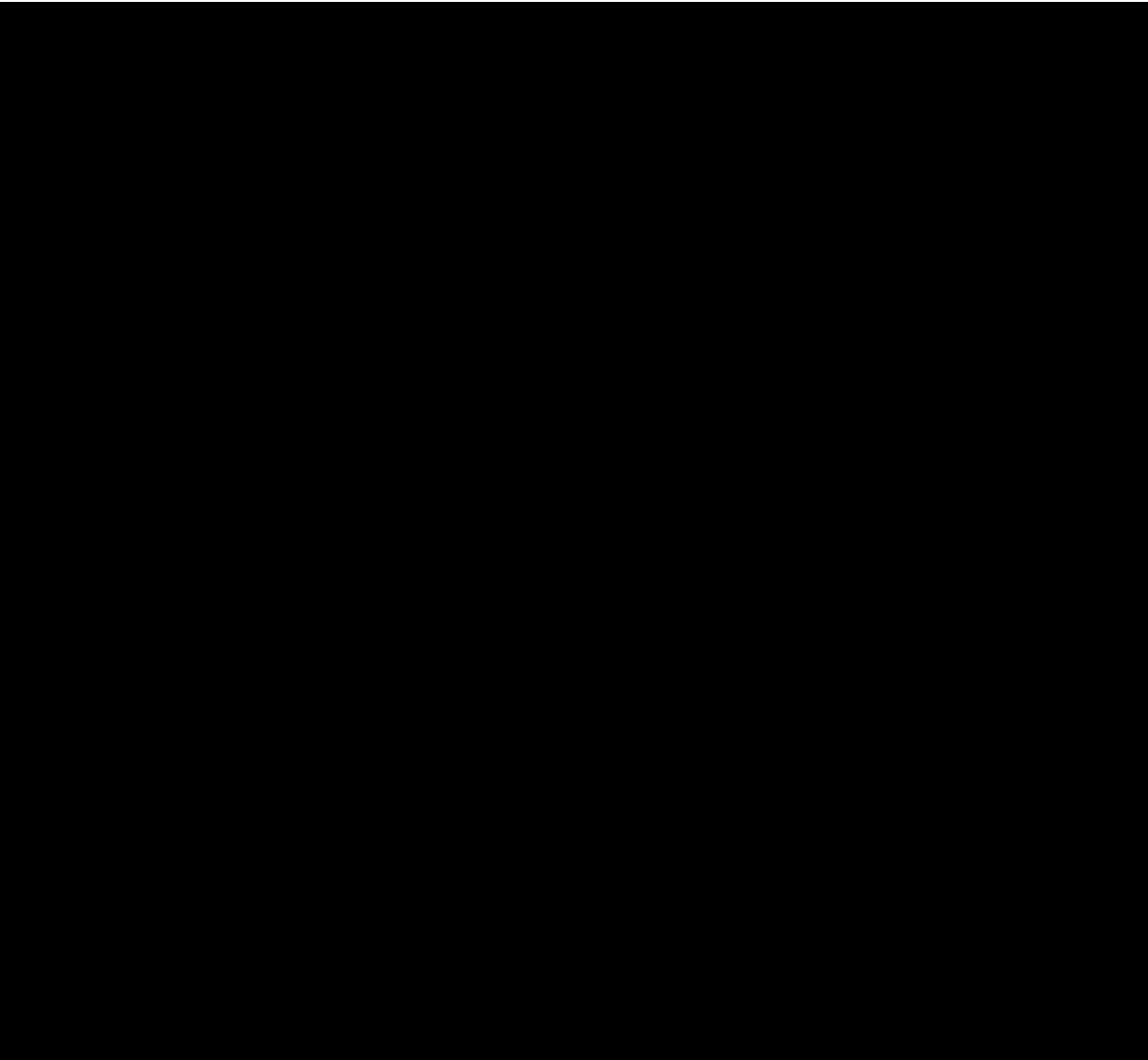
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SUPPORTING POLICY INFORMATION (FAQs)

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GUIDE PART 2 – OFFICIAL SECRETY AND LEGAL OBLIGATIONS

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The Criminal Code Act 1995

The Criminal Code Act makes it a criminal offence for a Commonwealth officer to use official information to dishonestly obtain a benefit, either for them or another person. As with the C&S Act and the Crimes Act, this obligation is for life and continues when an employee has left the APS.

Under this Act, any profit from the inappropriate release of Commonwealth information may lead to criminal charges relating to the following:

- **Insider trading**, which is an offence under the *Corporations Act 2001*;
- **Receiving a bribe, or intending to bribe** a public official;
- Abuse of public office to dishonestly obtain a benefit;
- Dealing in the proceeds of crime;
- Conspiring with another person with the intention of obtaining a gain; and

- Dishonestly appropriating or receiving property belonging to the Commonwealth.

Punishment for such breaches range from 12 months to 10 years imprisonment.

Examples:

- **Disclosure of information:** Leaking or providing information external to the ABS such as, providing/leaking information to the media, other business or your own social media sites. Examples of information include meeting minutes, agendas, project documentation, NewsPoints, emails, financial information, recordings, presentations, images, newsletters etc.

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Publishing - Guidelines for posting to ABS Social Media

Summary:

These are the current guidelines for posting to ABS Social Media.

Detail:

These are the current guidelines for posting to ABS Social Media:



ABS Facebook,



ABS Twitter, and



ABS Google+.

Facebook, Twitter and Google+ are public spaces on the Internet and interactions are publicly viewable and searchable over time. Authors must act professionally in these spaces and all content must be reviewed by Corporate Communications before being posted.

Approvals

- Authors should discuss with Corporate Communications any requests for Social media content relating to scheduled statistical products [REDACTED]
- Posts should be created in Web Content Approvals (WCA) to ensure an audit trail and to facilitate the formal approval process.

Use of Logo and Appropriateness of Images

- Use of the logo and appropriateness of images selected to accompany the text. These are Corporate Communications' to manage as they reflect on the ABS brand.

- Social Media posts/graphics not to include brand names or names of people, unless previously agreed.

Contents

- Contents to be inclusive, appropriately acknowledges and respects the diversity of the audience.

Statistical coherence

- Infographics should be branded with the data source using terms that people are more likely to use to find them.
- Data must be the same in tweets and Facebook posts and must be consistent with the underlying publication.
- The message in any infographic should be coherent in and of itself (ie when separated from the accompanying text).

Accessibility

- Social Media content must conform to accessibility guidelines.

Links to ABS content and Hashtagging

- All twitter posts should include a [bit.ly link](#). Tweets and Facebook posts related to ABS statistical content **must** include a bitly link.
- Twitter Posts to use [hashtags](#) where appropriate.

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1. The [Information Security Policy](#) states that sensitive/classified information must not be shared with anyone who is not authorised to have the information. This applies to requests from both inside and outside the ABS.

2. Scamming attempts to get around this and there are many ways that an attacker can take advantage of a business or individuals using scamming methods. These can include -

- [Redacted]
- **Email, on-line social networking and friendship sites** - These can be used to exploit people's trust and spread certain types of attacks to gain access to sensitive information;
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4. The requester may be attempting to acquire release of information that will reveal passwords, model, details, brand or quality of ABS resources, anything sensitive, internal extensions of ABS staff and/or personal details about ABS staff.

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5. **How to avoid being scammed**

- If one or more of the circumstances described above is detected, then the identity of the requestor **MUST** be verified before continuing the conversation or replying to the email, fax or on-line;
- If the identity of the requestor **CANNOT** be verified, contact your supervisor for direction;
- If your supervisor cannot be contacted, it is recommended you immediately stop the conversation or email with the requestor and report the episode to your supervisor, as soon as practicable;
- If the identity of the requestor can not be verified, you may record the contact details of the requestor and forward these details on to either your supervisor or the ABS person they were enquiring about;
- All suspected instances of requests for information from unauthorised individuals must be reported to Security via the Security Incident Reporting system;
- Requests for contact information (for example phone numbers) of ABS staff from members of the public must not be given out. You must either transfer the person, direct them to speak to the switchboard who will transfer the call or alternatively take their details and pass these onto the relevant ABS person.

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11. ABS staff must not post FOUO or SENSITIVE or other ABS sensitive information to external websites without prior approval from the Director of Security or their delegate. This includes (but is not limited to) web forums, blogs, social networking sites and all other externally hosted websites.

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What happens if the policy is not followed

34. Failure to follow ABS security polices may result in a security breach and subsequent referral to People Management and Support for possible investigation under the ABS [Guidelines for Managing Breaches_](#) [of the Code of Conduct.](#)

35. Security Section do not determine sanctions. These are decided by the delegate People Management and Support and could include:

- dismissal and/or legal action against employees, or
- contract termination and/or legal action against contractors and non ongoing staff.

36. All security breaches and security incidents must be reported immediately to Security NB and a security incident report completed in the Security Incident Reporting System (SIRS)■.

[Back to contents](#)

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11. ABS staff must not post FOUO or SENSITIVE or other ABS sensitive information to external websites without prior approval from the Director of Security or their delegate. This includes (but is not limited to) web forums, blogs, social networking sites and all other externally hosted websites.

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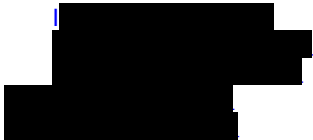
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PURPOSE

Online collaborative workspaces:

- facilitate stakeholder consultation instigated by a discussion paper
- ensure stakeholder understanding of ABS initiatives
- facilitate other forms of collaboration between ABS staff and external experts or users
- serve public relations, marketing and/or promotional (PRMP) purposes, encouraging wide community engagement with an ABS initiative.

[Back to top](#)

POLICY

ABS and ABS-hosted online collaborative workspaces (OCWs) are created and maintained subject to [Managing online collaborative workspaces](#) policy, and staff behaviour is guided by the ABS Manual of Personnel Management policy [Participating in online collaborative workspaces](#).

[Back to top](#)

REQUESTING THE CREATION OF AN OCW

Requests for the creation of an OCW are submitted to the relevant Director using an [OCW application](#) form.

[Back to top](#)

DISCLAIMER

All ABS and ABS-hosted OCWs will link to the following disclaimer from each OCW page and from the registration page.

<p>DISCLAIMER</p> <p>Unless explicitly stated otherwise, material within this forum does not necessarily reflect the views of the Commonwealth, nor does it commit the Commonwealth to a particular course of action.</p> <p>The Commonwealth accepts no responsibility for the accuracy or completeness of any material contained herein and recommends that users exercise their own skill and care with respect to its use.</p> <p>Links to other websites, which may be inserted for convenience, do not constitute endorsement of material at those sites, or any associated organisation, product or service.</p> <p>The listing of a person or organisation in this forum in no way implies any form of endorsement by the Commonwealth of the products or services provided by that person or organisation.</p> <p>While this workspace will be monitored for the presence of material contravening the Terms and conditions of use, with the intention of removing such material, it takes no responsibility for the postings of non-ABS contributors.</p>
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[Back to top](#)

TERMS AND CONDITIONS OF USE

The following statement **must** be prominently displayed in each OCW.

TERMS AND CONDITIONS OF USE

The following rules apply to the use of this forum. Users are required to agree to comply with these terms and conditions. To ensure compliance, activities are logged and reviewed by system administrators.

Inappropriate Use

Users must not make inappropriate use of this workspace. Inappropriate use includes:

- the introduction of any
 - information or material not related to the purpose of this facility
 - material infringing the [Copyright Act 1968](#)
 - material of an offensive nature by normal community standards
 - material which may defame, harass, distress or inconvenience any other person, or
 - material which brings this service or the Australian Bureau of Statistics (ABS) into disrepute
- providing access to the service to any person who is not registered.

Action, which may include withdrawal of access, will be taken in regard to inappropriate use of this facility.

Privacy

Information in this forum directly or indirectly identifying individuals or organisations is subject to the protections of the [ABS Privacy Policy](#).

[Back to top](#)

REGISTERING CONTRIBUTORS

Invitations to register

Where an OCW is established to promote broad community input into a defined project (that is, one not serving **only** public relations purpose), links to [invitation](#) and [registration](#) pages can be provided from other relevant products such as [Theme pages](#), [Newsletters](#), [Information](#) or [Discussion](#) papers or any other appropriate [Publications](#).

In cases where an OCW supports collaboration within a defined and limited community of experts or users, access is by invitation only. In such instances, managers will direct their invitees to the relevant, 'hidden' registration page. Such hidden pages will state clearly that registration is by invitation only. This will make clear their purpose if discovered by other means (such as through a search).

No registration is required for OCWs serving **only** PRMP purposes.

[Back to top](#)

Manager responsibilities

Managers **must** scrutinise all applications for registration. Where a client's details are obviously incorrect, (for example, Suburb: Bankstown, Country: Hawaii), or is otherwise unsatisfactory, clarification should be sought from the applicant. If this clarification is not forthcoming, the application must be rejected.

[Back to top](#)

Password maintenance

New passwords are assigned in the registration process. Changing them does not require submission of a new registration request. However, it remains the responsibility of the manager to carefully check details for these requests to minimise the possibility of third party misuse.

[Back to top](#)

ASSISTING CONTRIBUTORS

Wherever possible, managers should refer users to existing help documentation. However, where the assistance required is not covered in standard help documents, it should be posted in the OCW, rather than delivered through direct email to the individual. This allows all contributors to profit from the advice.

[Back to top](#)

INAPPROPRIATE MATERIAL

For OCWs with public readership, the manager may opt for moderation of content to remove inappropriate material **before** publication.

In unmoderated OCWs, the manager may delete any document from the workspace, including incoming email, which:

- is unrelated to the workspace purpose
- infringes the [Copyright Act 1968](#)
- is deemed offensive by normal community standards
- may defame, harass, distress or inconvenience any other person
- brings the Australian Bureau of Statistics into disrepute, or
- provides access to the workspace to any person who is not registered.

When deleting inappropriate content, consult [Security Escalation Incident Procedures](#).

[Back to top](#)



d. should adhere to the following guidelines.

2 Failure to comply with this policy may lead to the instigation of a conduct investigation under the ABS guidelines for [Managing breaches of the Code of Conduct](#).

Definition of terms

- online collaborative workspace (OCW)** An OCW is an electronic workspace for sharing information in either a public or private environment and includes: blogs; wikis; discussion forums; social networking sites such as Facebook and MySpace; workgroup databases; etc.
- blog** A blog (an abridgment of the term web log) is a collection of web pages, usually maintained by an individual, with regular entries of commentary, descriptions of events, or other material.
- wiki** A wiki is a collection of web pages designed to enable anyone who accesses it to contribute or modify content, using a simplified markup language. Wikis are often used to create collaborative websites and to power community websites. The collaborative encyclopedia, Wikipedia, is one of the best-known wikis.
- ABS-hosted non-ABS OCW** An ABS-hosted non-ABS OCW is one that is hosted on behalf of another body on websites managed by the ABS, including:
- the main ABS website - includes the Remote Access Data Laboratory (RADL) and ABS forums
 - Australian Statistics Advisory Council (ASAC) website which the ABS maintains on behalf of ASAC
 - Ottawa Group site which the ABS maintains on their behalf.

Guidelines

Disclaimer

3 Although each ABS OCW and ABS-hosted non-ABS OCW will prominently display this [Disclaimer](#), if confusion is at all possible - that is, you have been, or may reasonably expect to become, identified as an ABS officer and you are not officially posting as such but are commenting on ABS core business (statistics) - clearly indicate that your postings don't necessarily represent ABS positions. This applies to all OCWs, whether they are ABS-hosted or not.

4 For further guidance, consider these examples:

- a. if you are hosting a blog related to, or touching on, ABS core business and you

are known in the statistics community, you will need to include a disclaimer stating that your views don't necessarily reflect those of the ABS

- b. if you are hosting a blog on scrapbooking, a disclaimer would not be necessary
- c. if you are hosting a blog on genealogy and discuss ABS retention of census forms, you would need to include a disclaimer if you are identified as an ABS employee
- d. if you are contributing to an ABS-hosted discussion forum, are not representing the ABS and are identified as an ABS employee, each posting would need to include a disclaimer.

Copyright

5 When identified as an ABS officer, properly acknowledge the work of others, and provide links to their work wherever possible and appropriate.

Privacy

6 When identified as an ABS officer, respect the privacy of others.

7 Be aware that exposing certain of your own details (for example: email, postal or residential addresses; phone numbers; credit card or bank account details) may open you to spam and other forms of unsolicited attention.

Respect

8 When identified as an ABS officer, show respect for all other participants in online collaborations. Should you disagree with them, phrase your arguments sensitively, ensuring they are supported by evidence. Do not insult or denigrate anyone or any organisation, whether they are participating in the collaboration or not. Follow ABS [Guidelines for the use of non-discriminatory language](#).

Corrections

9 When officially posting as an ABS officer, openly and promptly correct any errors you might have made in your postings. So readers are able to be fully aware of your corrections:

- a. provide a separate statement that an error has been made, indicating the posting/information in error
- b. give the correct information
- c. annotate the posting in error and give the correct information if appropriate.

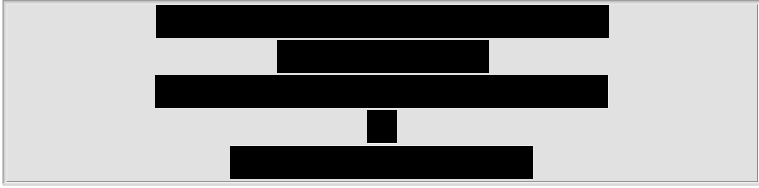
10 However, do not go back and edit the original posting as this may mislead.

Communication

11 When officially representing the ABS, communications within online discussion facilities should be guided by [ABS corporate communications](#) policy.

Using ABS IT environment

12 When participating in an OCW using the ABS computing environment and not officially representing the ABS, staff must also adhere to the [Guidelines for non work related use of the ABS information technology environment](#).



Header

Manual Category	Ü B. Policy and Legislation	Final
Manual ID - No & Title:	Ü Policy - Policy and Legislation	v 2013/03
Chapter No. & Title:	Ü 11. Information Management	Last Updated:
Section No. & Title:	06. Managing Online Collaborative Workspaces	02 Oct 2013
[REDACTED]		
[REDACTED]	[REDACTED]	
[REDACTED]		
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]		
[REDACTED]		

NOTE: Care must be taken when using this policy, information contained the policy may be out dated. For further information & advice please contact the policy custodian.

MANAGING ONLINE COLLABORATIVE WORKSPACES

[REDACTED]
[REDACTED]
[REDACTED]

PURPOSE

- 1 The ABS creates, maintains and operates a range of external online collaborative workspaces (blogs, wikis, discussion fora, et cetera) to support the objectives of the [ABS Corporate Plan](#). Such workspaces may be established to:
 - a. facilitate stakeholder consultation instigated by a discussion paper
 - b. ensure stakeholder understanding of ABS initiatives
 - c. facilitate other forms of collaboration between ABS staff and external experts or users

- d. serve public relations, marketing and/or promotional (PRMP) purposes, encouraging wide community engagement with an ABS initiative.
- 2 Online collaborative workspaces (OCWs) support these activities by providing a secure environment with appropriate functionality and access control. They enable the effective and efficient management of content surrounding projects or business initiatives directly related to the ABS work program. Such facilities are ABS-branded services.
- 3 They do not supplant [Explanatory material](#) as a means of helping users understand and use ABS information.
- 4 The ABS also supports similar, non-ABS facilities devoted to issues indirectly related to the ABS work program. Examples include a facility supporting international discussions on input data techniques and a forum supporting discussion of general statistical issues, both hosted on ABS servers.
- 5 Participation in all ABS and ABS-hosted OCWs, other than those serving only PRMP purposes, will be restricted to approved and registered contributors.

POLICY

- 6 **It is ABS policy:**
 - a. to create, maintain and operate OCWs to support its corporate objectives
 - b. to host non-ABS OCWs where they serve purposes appropriately related to the ABS work program
 - c. that the operation of its OCWs, and those which it hosts, **must not** risk this organisation's reputation.
- 7 Online collaborative workspaces are subject to the provisions of [ABS websites](#) policy.

DELEGATION & APPROVAL

- 8 Requests for the creation of new OCWs are subject to Security Section approval.
- 9 The release of a new OCW to the ABS web environment **must** be approved by the ABS webmaster (FAS ICDS), at the request of a the relevant Director or above.
- 10 OCW managers or the line management Director **may** approve a request for registration to restricted access OCWs (see sample [invitation](#) and [registration](#) pages) from ABS staff, and from external stakeholders.
- 11 Approval for the delegation to officially represent the ABS in an OCW must be granted by the relevant Assistant Statistician (AS). Generally, such delegation will be granted only to the OCW managers.
- 12 All statements representing an ABS official position in a OCW (by the manager/delegate) are subject to the provisions of [Release approvals](#) policy.

RULES

Content management

- 13 Each ABS-managed OCW **must** be assigned a minimum of two managers who will:
- a. actively and responsibly ensure all ABS staff behave in such facilities as instructed in [Participating in online collaborative workspaces](#) policy
 - b. ensure no statements inappropriately purport to represent an ABS official position, and officially counter or remove such statements as required
 - c. monitor postings and remove any offensive material or content endangering the ABS reputation, regardless of its authorship
 - d. withdraw or terminate a registered contributor's access if they breach our [Terms and conditions of use](#)
 - e. withdraw provision of the discussion workspace itself if breaches of this policy are considered sufficiently widespread
 - f. withdraw provision of the collaborative workspace where it no longer serves a valid purpose (subject to the [Records management](#) and [Lifecycle](#) rules below).
- 14 Where the manager opts for a moderated OCW, inappropriate material must be removed **before** publication.

Registration

- 15 Contribution to ABS and ABS-hosted facilities, other than those exclusively devoted to PRMP purposes, will be restricted to authorised users. Access will be granted to relevant ABS staff and external applicants only with manager approval.

Records management

- 16 The content of ABS OCWs **must** be managed in accordance with [Data retention and recordkeeping policies](#), typically those relating to [General business records](#). The content of ABS-hosted OCWs **may** also be treated in this manner, although in some circumstances the content may be transferred to another body on cessation of the forum.

Lifecycle

- 17 Provision of each OCW will be withdrawn when the line management Director is satisfied that it is no longer required (for example, for external stakeholder reference purposes) and/or no longer serves a valid ABS purpose.

Platforms

- 18 ABS and ABS-hosted OCWs will use software platforms:
- a. best meeting contributor needs
 - b. permitting efficient and appropriate recordkeeping.

STANDARDS

- 19 For further detail on the operation of OCWs, see [Online collaborative workspace](#) standards.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]