



Institute for Certification of Computer Professionals

**Code of Ethics,
Conduct and
Good Practice
for Holders of
The Certificate
In Data Processing**

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Institute For Certification of Computer Professionals
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Holders of the Certificate in Data Processing are a select group of people who have qualified for and successfully completed an examination assessing their grasp of the knowledge considered by recognized experts as important to data processing and information management.

By choosing to seek this certification, the CDP Holders have demonstrated their concern for the continuing development of high standards of personal and professional conduct. The Certification Council, governing body for the CDP Program, has consistently throughout its existence recognized the need for a set of personal and professional standards to support and identify CDP Holders as a group dedicated to the quest for knowledge and competence, to ethical behavior and social responsibility, and to the advancement of data processing and information management.

The following pages contain the Code of Ethics for CDP Holders approved by the Certification Council in December, 1967 and the Codes of Conduct and Good Practice approved in October, 1973. These Codes are guidelines to which all CDP Holders are expected to subscribe and follow in the execution of their responsibilities.

The Certification Council also recognizes that violation of the Codes of Ethics, Conduct and Good Practice by any CDP Holder is an act contrary to the principles of the CDP Program and a breach of the requirements for certification. Therefore, the Certification Council reserves the right to revoke any Certificate issued by it in the event that the recipient violates the Codes of Ethics and/or Conduct or otherwise engages in conduct which is a discredit or disgrace to the data processing profession. The revocation procedures approved by the Certification Council are also included in this booklet.

The Certificate in Data Processing Program represents a significant effort to promote high standards for data processing personnel and to contribute to the growth of the data processing field.

CODE OF ETHICS FOR HOLDERS OF THE CERTIFICATE IN DATA PROCESSING

The holder of the Certificate In Data Processing, consistent with his obligation to the public at large, should promote the understanding of data processing methods and procedures using every resource at his command.

The holder of the Certificate In Data Processing has an obligation to his profession to uphold the high ideals and the level of personal knowledge certified by the Certificate. He should also encourage the dissemination of knowledge pertaining to the development of data processing.

The holder of the Certificate In Data Processing has an obligation to serve the interests of his employer and clients loyally, diligently, and honestly.

(To simplify the legibility of the Codes, the designation "he" will be used to identify male or female holders of the Certificate in Data Processing.)

CODES OF CONDUCT & GOOD PRACTICE FOR CDP HOLDERS

The essential elements relating to conduct that identify a professional activity are:

A high standard of skill and knowledge.

A confidential relationship with people served.

Public reliance upon the standards of conduct and established practice.

The observance of an ethical code.

Therefore, these Codes have been formulated to strengthen the professional status of holders of the Certificate in Data Processing.

1. Preamble

1.1: The basic issue, which may arise in connection with any ethical proceedings before the Certification Council, is whether a holder of the Certificate in Data Processing has acted in a manner which violates the "Code of Ethics for Holders of the Certificate in Data Processing."

1.2: Therefore, the Certification Council concluded that an elaboration of the existing "Code of Ethics" by means of a "Code of Conduct," would be most useful in defining more specifically an individual's professional responsibility. This step was taken in recognition of questions and concerns as to what constitutes professional and ethical conduct in data processing.

1.3: The Certification Council reserves the right to revoke any Certificate in Data Processing which has been issued by it in the event that the recipient violates the "Code of Ethics," as amplified by the "Code of Conduct." The revocation proceedings are specified by rules governing the business of the Certification Council and provide for protection of the rights of any individual who may be subject to revocation of his CDP.

1.4: Insofar as violation of the "Code of Conduct" may be difficult to adjudicate, the Certification Council is also promulgating a "Code of Good Practice," the violation of which does not in itself constitute a reason to revoke a Certificate in Data Processing. However, any evidence concerning a serious and consistent breach of the "Code of Good Practice" may be considered as additional circumstantial influences on any ethical proceedings before the Certification Council.

1.5: Whereas the "Code of Conduct" is of a fundamental nature, the "Code of Good Practice" is expected to be amended from time to time to accommodate changes in the social environment and to keep up with the development of the data processing profession.

1.6: The Certification Council will not consider a complaint where the holder's conduct is already subject to legal proceedings. Any complaint will only be considered when the legal action is completed, or it is established that no legal proceedings will take place.

1.7: Recognizing that the language contained in all sections of either the "Code of Conduct" or the "Code of Good Practice" is subject to interpretations beyond those intended, the Certification Council wishes to confine all Codes to matters pertaining to personal actions of individual holders of the Certificate in Data Processing in situations which they can be held directly accountable without reasonable doubt.

1.8: To simplify the legibility of the Codes, in the text that follows, the designation "he" will be used to identify male or female holders of the Certificate in Data Processing.

2. Code of Conduct

2.1: Disclosure: Subject to the confidential relationships between himself and his employer or client, he is expected to not transmit information which he acquires during the practice of his profession in any situation which may harm or seriously affect a third party.

2.2: Social Responsibility: He is expected to combat ignorance about information processing technology in those public areas where his application can be expected to have an adverse social impact.

2.3: Conclusions and Opinions: He is expected to state a conclusion on a subject in his field only when it can be demonstrated that it has been founded on adequate knowledge. He will state a qualified opinion when expressing a view in an area within his professional competence but not supported by relevant facts.

2.4: Identification: He will properly qualify himself when expressing an opinion outside of his professional competence in the event that such an opinion could be identified by a third party as expert testimony, or, if by inference the opinion can be expected to be used improperly.

2.5: Integrity: He will not knowingly lay claims to competence he does not demonstrably possess.

2.6: Conflict of Interest: He will act with strict impartiality when purporting to give independent advice. In the event that the advice given is currently or potentially influential to his personal benefit, full and detailed disclosure of all relevant interest must be made at the time the advice is provided. He will not denigrate the honesty or competence of a fellow professional or a competitor, with intent to gain an unfair advantage.

2.7: Accountability: The degree of professional accountability for results will be dependent on the position held and the type of work performed. For instance:

A senior executive is accountable for the quality of work performed by all individuals he supervises and for ensuring that information recipients are fully aware of known limitations in the results provided.

The personal accountability of consultants and technical experts is especially important because of the positions of unique trust inherent in their advisory roles. Consequently, they are accountable for seeing to it that known limitations of their work are fully disclosed, documented and explained.

2.8: Protection of Privacy: He will have special regard for the potential effects of computer based systems on the right of privacy of individuals whether this is within his own organization, among customers or suppliers, or as it is applicable to the general public.

Because of the privileged capability of computer professionals to gain access to computerized files, especially strong strictures will be applied to those who have used their position of trust to obtain information from computerized files for their personal gain.

Where it is possible that decisions can be made within a computer based system which could adversely affect the personal security, work, or career of an individual, the system design will specifically provide for decision review by a responsible executive who will thus remain accountable and identifiable for that decision.

3. Code of Good Practice

3.1: Education: He has a special responsibility to keep himself fully aware of development in information processing technology relevant to his current professional occupation. He will contribute to the interchange of technical and professional information by encouraging and participating in education activities directed both to fellow professionals as well as to the public at large. He will do all in his power to further public understanding of computer systems. He will contribute to the growth of knowledge in the field to the extent that his expertise, time and position allow.

3.2: Personal Conduct: Insofar as the personal and professional activities interact visibly to the same public, he is expected to apply the same high standards of behavior in his personal life as is demanded of him in his professional activities.

3.3: Competence: He will at all times exercise technical and professional competence at least to the level he claims. He will not deliberately withhold information in his possession unless disclosure of that information could harm or seriously affect another party, or unless he is bound by a proper, clearly defined confidential relationship. He shall not deliberately destroy or diminish the value or effectiveness of a computer based system through acts of commission or omission.

3.4: Statements: He shall not make false or exaggerated statements as to the state of affairs existing or expected regarding any aspect of information technology, or the use of computers.

In communicating with lay persons, he shall use general language whenever possible and will not use technical terms or expressions unless there exist no adequate equivalents in the general language.

3.5: Discretion: He shall exercise maximum discretion in disclosing, or permitting to be disclosed, or use to his own advantage, any information relating to the affairs of his present or previous employers, or clients.

3.6: Conflict of Interest: He should not hold, assume or consciously accept a position in which his interests do or are likely to conflict with his current duties unless that interest has been disclosed in advance to all parties involved.

3.7: Violations: He is expected to report violations of the Code, testify in ethical proceedings where he has expert or first-hand knowledge, and serve on panels to judge complaints of violations of ethical conduct.

The holder of the Certificate In Data Processing must not engage in any conduct or commit any act which is discreditable to the reputation or integrity of the data processing profession.

The holder of the Certificate In Data Processing must not imply that the Certificate in Data Processing which he holds is his sole claim to professional competence.

PROCEDURAL REQUIREMENTS FOR REVOCATION OF CERTIFICATE AWARDED

- I. The Certification Council, on behalf of the Institute for Certification of Computer Professionals, reserves the right to revoke any Certificate which has been issued by it in the event that the recipient violates the "Codes" or engages in conduct which is a discredit or disgrace to the data processing profession.
- II. The grounds for revocation will be based upon the opinion of at least two-thirds majority of the members of the Council.
- III. Procedure for handling revocation
 1. A formal written statement of charges alleging facts which constitute the grounds for revocation will be prepared.
 2. A copy of said charges will be forwarded to the person accused and fixing a time within which such person may file with the Council his answer to the charges.
 3. If the charges are denied in the answer, the Council will fix a time for the hearing and give notice of the time and place of the hearing to the person accused.
 4. Presentation of evidence in support of the charges will be made by the secretary (a non-voting member) of the Certification Council.
 5. Presentation of evidence in defense of the charges will be made by the accused or his designated representative.
 6. Ample opportunity to present facts and arguments will be allowed at the hearing for both sides.
 7. At the conclusion of the hearing, the Council will determine whether or not the charges have been sufficiently established by the evidence and whether the award should be revoked or should not be revoked.
 8. The accused shall be notified of the decision by registered mail.
 9. The accused has the right to request review of the decision by the Executive Committee of ICCP provided his appeal in writing is submitted to the International President, ICCP within 30 days of receipt of the Council's decision.

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