

**BOARD CONFIDENTIALITY POLICY**

**Date Approved:** [date]

**Date for Review:** [date]

**Version Control:** (version number)

**Record of Policy Review:**

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| --- | --- | --- | --- |
| ***Date Policy was Issued*** | ***Date of***  ***Review*** | ***Reason for Review*** | ***Additional Comments*** |
| [month, yr] | [month, yr] | [for example, incorporate changes  to new legislation] | [for example, policy  now covers details related to new legislation]. |
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**Introduction**

The **WADDI HOUSING and Advancement Corp. Ltd (herein referred to as ‘WHAACL’** ) is provided with a range of personal and business related information and documentation that enables the effective running of the organisation. The **‘WHAACL’**  is committed to the protection of its members’ privacy by maintaining a high standard of accountability and confidentiality and adhering to internal policies and relevant legislation.

**Purpose**

The purpose of this policy is to ensure that there is appropriate regulation of the release or retention of any confidential information that is provided or shared between Board members at meetings, through any other communication means (i.e. written or verbal) or through the access of personal files. **‘WHAACL’** will also respect the privacy of tenants, staff and Board members and will comply with the requirements of the Privacy Act 1998 (Cth) and the 13 Australian Privacy Principles.

**Policy**

Unless stated and approved at constituted Board meetings, Board members may only release material that has been ruled as not confidential. Any communication or information/documentation that has been classified as confidential must not be released or discussed with any other person other than a board member.

**Procedure**

Each Board member at their induction will be required to complete a Confidentiality Agreement (see Appendix 1). This is to be placed onto the Board member’s personal file.

The Chairperson has the responsibility to ensure that all Board papers or information provided to a Board for consideration or discussion are identified as being general or confidential.

The Board will develop appropriate communication methods to disseminate information that has been approved by the Board to its members’.. Information or documents may include but are not limited to agendas, minutes, papers or business proposals.

Communications methods may include a meeting communique, newsletter or flyer.

Where there has been no decision recorded, the assumption shall be that the material is not confidential and therefore available for member viewing.

Where information or documentation of personal information including financial information may be released, the Board may;

* declare that the entire document to be confidential, or,
* if appropriate, remove any content or personal information.

Where the Board has voted to maintain a document or information to be in confidence, Board members shall respect the confidentiality of those documents and of any discussions or resolutions on those matters. All documentation and information must be identified and marked ‘In Confidence’.

Board members shall not;

* disclose to any individual any confidential information acquired;
* use any confidential information for their personal financial or other benefit or for that of any other person;
* disclose to any individual confidential information related to the interests of individuals, groups or organisations;
* approach or release any confidential information relating to the media; or
* allow or provide access to any other person to any confidential documents or other information maintained by the (name of the organisation)

The obligation to protect such confidential matters from disclosure continues even after the individual Board member is no longer serving on the Board.

Where the Board has allowed observers to attend meetings, the Board may request for observers to leave the room during a confidential discussion or may be subject to their undertaking to maintain confidentiality through the completion of a Confidentiality Agreement.

Where appropriate, information identifying individuals may, with the consent of the Board, be removed by the Chair from material before its consideration by the Board, or may be removed from material before it is released.

**Review**

The Board shall at least annually, review and approve the Confidentiality Policy of the organisation.

**Related Policies**

* Code of Conduct

**Appendix 1 – Confidentiality Agreement**

**Confidentiality Agreement**

**This agreement** made on and commencing on the \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_ between the (name of the organisation) and (name of Board member)who has been elected as a member of the Board (Board Member).

**Introduction**

The (name of organisation) and the Board member will give each other confidential information to enable the effective running of the business. This information is given under the terms and conditions of this agreement and each person is bound by this agreement for the protection of all members.

**Confidential Information**

Any information that is given to the Board concerning the business, personal and other affairs of any persons in confidence is not to be disclosed to any other individuals or peoples who are not entitled to know that information.

**Provisions**

**Confidentiality**

The Board member agrees that any confidential information that has been provided to the Board for consideration must be kept in confidence. By signing this document the Board member makes a commitment to ensure that no other person will obtain the information unless the person giving the information has given their written consent. Each person will ensure that unauthorised people will not have access to confidential information and that such information will not be copied without approval.

Where it is found that information has been given to another person who is not entitled to know that information, disciplinary procedures will be started and the person whose information has been revealed and the organisation may take legal action against those who have released their information. The person who has given or allowed the information to be known by another without permission from the person whose information it is may be liable for the legal costs and penalties incurred.

Signedby (name of authorised representative)

………………………………………………………… Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_

Signature of **CEO (or other representative)**

Signed by (Board member name)

………………………………………………………… Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_

Signature of **(Board Member)**