

## 14.2 CONFIDENTIALITY POLICY

---

### Introduction

Information management systems rely on any necessary restrictions on the free circulation of information being respected by those into whose hands the information is entrusted.

### Purpose

The purpose of this document is to provide a framework for ConnectGroups in dealing with confidentiality considerations.

### Policy Statement

ConnectGroups collects and administers a range of information for a variety of purposes. Some of this information is restricted in its circulation for commercial, privacy, or ethical reasons.

ConnectGroups will place the minimum of restrictions on the information it holds, but will ensure that such restrictions as are considered necessary are observed by its staff and volunteers.

### Responsibilities

#### CEO

- It is the responsibility of the CEO to ensure the implementation of this policy.

#### Employees

- All employees are responsible for observing confidentiality procedures in their workplace.
- Employees will not, either during or after their employment, use or disclose to any person any Confidential Information, except:
  - in the proper performance of their responsibilities and duties;
  - if they are compelled by law and have used every lawful means available to them to prevent disclosure; or
  - if they have been authorised in writing by the Employer to do so.
- Staff shall immediately deliver to the Employer all Confidential Information capable of delivery:
  - upon the termination of their employment; or
  - at any time on the request of the Employer or its nominee.

#### Volunteers

- All volunteers are responsible for observing confidentiality procedures in the activities assigned to them by their supervisor.
- Volunteers will not, either during or after their volunteering work, use or disclose to any person any Confidential Information, except:
  - in the proper performance of their responsibilities and duties;

- if they are compelled by law and have used every lawful means available to them to prevent disclosure; or
- if they have been authorised in writing by ConnectGroups CEO to do so.

## Definition of Confidential Information

**Confidential Information** means all information regardless of the manner in which it is recorded or stored, including but not limited to information in an electronic form, relating to the business interests, methodology or affairs of the Employer, or any person or entity which the Employer deals or is concerned with and includes personal information relating to individuals who directly or indirectly access the services of the Employer

## Authorisation

Pearl Proud  
Chairperson

### REVISION RECORD

Date	Version	Revision description
15/07/2015	1	Pearl Proud / Antonella Segre
22/01/2018	2	Minor Changes – Revision Control Only – Antonella Segre
20/06/2018	3	Brian O’Keefe and Antonella Segre. June 2018 Board Meeting.

## CONFIDENTIALITY PROCEDURES

---

The records management processes of the organisation shall incorporate procedures for designating information confidential.

### **Restriction**

ConnectGroups will place restrictions on the information it holds when the information:

- is commercial in confidence;
- concerns the privacy of its staff, volunteers, clients or customers; and
- requires protection to safeguard the intellectual property of the organisation.

Staff and volunteers dealing with restricted material will be instructed in the recognition of material falling under these headings.

### **Identification**

Any information on which restrictions have been placed shall be as far as possible clearly identified on the document or file. Where categories of information, rather than individual documents, are restricted this restriction will be conveyed to staff and volunteers dealing with this information.

### **Protection**

Staff of the organisation, and volunteers dealing with restricted information, shall be required to sign a confidentiality agreement.

### **Training**

All staff will be instructed in the requirements of this policy.

### [Related Documents](#)

- [Privacy Policy](#)

### [Acknowledgements](#)

*We gratefully acknowledge Our Community.com.au for providing free support to not for profit organisations and sharing their policy bank.*