



## Confidentiality Policy

Breaches in confidentiality may arise when private board discussions or confidential board information or documents are shared with people without the Club's knowledge or consent. To avoid any misunderstandings or appearance of wrong doing on the part of Committee / Club members, the procedures specified in this document should be followed to avoid breaches in Club confidentiality.

### Purpose

The purpose of this confidentiality policy, is to ensure that matters of a confidential nature relating to the organisation and its work, are not disclosed until such time as the Senior Management Committee has authorised such disclosure. Committee confidentiality allows for open and honest engagement on agenda items. It supports trust and the culture of integrity and respect expected within all levels of the organisation.

This confidentiality policy applies to all members of the Club Senior Management Committee and its sub-committees.

Senior Management Committee Members, Club Officers and sub-committee members should be mindful that the principle of confidentiality applies to all information that:

- has not been made public by, or with the organisation's authority;
- is or has been obtained during, or in the course of a executive/sub-committee members involvement with the organisation;
- and, relates specifically to the organisation's business and any individuals or companies or entities with whom the organisation has dealings.

### Handling Confidential Matters

Senior Management Committee members, Club Officers (or sub-committee members) should not release minutes, papers or other documents to any person, without the prior agreement of the Senior Club Officers.

All matters that are before a sub-committee or task force of the Senior Management Committee, are to be treated as confidential matters, unless such matters are determined to not be of a confidential nature by the Chairperson of the sub-committee or task force.

All unapproved financial records including budgets, statements and balance sheets including any information which may disclose the salary or compensation of the organisation's employees or suppliers is confidential. Information termed as "confidential" in a contract or other written agreement made between the organisation and another party is deemed to be confidential. Personnel files are confidential.

Complaints about breaches of confidentiality by a member of Senior Management Committee, Club Officers or Sub-Committee members will be handled by the Club Chairperson, in conjunction with the Club Secretary.