

Clarence Valley Conservation in Action (CVCIA Landcare) Inc



CONFIDENTIALITY POLICY

Policy number	P010	Version	V1
Drafted by	K & L Noble	Committee approved	10 th April 2021
Responsible person	Chairperson	Scheduled review date	2022 AGM

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 Clarence Valley Conservation in Action (CVCIA Landcare) Inc in dealing with confidentiality considerations.

POLICY

Clarence Valley Conservation in Action (CVCIA Landcare) Inc 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.

Clarence Valley Conservation in Action (CVCIA Landcare) Inc 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, members and volunteers.

AUTHORISATION

Jan Armstrong
10th April 2021
Clarence Valley Conservation in Action (CVCIA Landcare) Inc

Clarence Valley Conservation in Action (CVCIA Landcare) Inc



CONFIDENTIALITY PROCEDURES

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RESPONSIBILITIES

Clarence Valley Conservation in Action (CVCIA Landcare) Inc's Chairperson is responsible for the implementation of this policy.

Clarence Valley Conservation in Action (CVCIA Landcare) Inc's Chairperson is responsible for reviewing this policy as and when the need arises.

All employees, members and volunteers are responsible for observing confidentiality procedures in their workplace.

PROCESSES

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

Restriction

Clarence Valley Conservation in Action (CVCIA Landcare) Inc will place restrictions on the information it holds when the information:

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

Staff, members, 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, members and volunteers dealing with this information.

Policies can be established or altered only by the Committee.
Procedures may be altered by the Chairman.

Training

All staff, members and volunteers will be instructed in the requirements of this policy.

RELATED DOCUMENTS

- P008 - Privacy Policy
- Records Management Policy (attached to Privacy Policy)

AUTHORISATION

Bevan Pugh

10th April 2021

Clarence Valley Conservation in Action (CVCIA Landcare) Inc

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