(CoM) Confidentiality Policy and Procedure

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## Introduction

Insert org name is committed to openness, transparency, and accountability. Its policies shall reflect its resolve to release all information it holds in so far as this is consistent with the protection of individual privacy, the effective management of its business, and relevant legislation.

## Policy

Committee of Management members shall be authorised to release to any person any material other than confidential material obtained in the course of their service as a Committee member where such release is in accordance with the requirements of any applicable legislation and where such release is consistent with the organisation’s Media Relations Policy.

## Purpose

This Committee of Management Confidentiality Policy is intended to regulate the release or retention of Committee material by Committee members.

## Procedures

The Committee of Management shall review and approve the Confidentiality Policy of the organisation as a whole.

The Committee of Management shall decide from time to time, whether any or all of its agendas, minutes, or papers, or those of its sub-committees (not otherwise required by legislation, regulation, or its rules to be made public) shall be made public. Where no express decision has been recorded the assumption shall be that the material is confidential.

Committee of Management members shall respect the confidentiality of those documents and of any deliberations in the Committee on those matters.

In particular, Committee members shall not:

* disclose to any member of the public any confidential information acquired by virtue of their position as a Committee member;
* use any confidential information acquired by virtue of their position on the Committee for their personal, financial or other benefit or for that of any other person;
* disclose to any member of the public any confidential information related to the interests of individuals, groups or organisations acquired by virtue of their position on the Committee;
* make statements to the media in the name of the organisation except as specified in the Committee’s Media Relations policy; or
* permit any unauthorised person to inspect or have access to any confidential documents or other information.

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

The Committee can decide from time to time whether any observers shall be invited to attend any or all of its meetings. Where appropriate, invitees may be admitted subject to their undertaking to maintain confidentiality.

Where appropriate, information identifying individuals may be removed by the President/Chair from material before its consideration by the Committee.

## Responsibility

It is the responsibility of the President/Chair to ensure that Committee materials are appropriately classified as confidential or open to release.

## Related Documents

Media Relations Policy

Conflict of Interest

Privacy Policy

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| Policy/Procedure name | Confidentiality Policy | Version | 1 |
| Policy number | Insert Policy Number | Date developed | Insert Month/Year |
| Drafted by | Manager/Coordinator | Approved by CoM | Insert Month/Year |
| Responsible person | Manager/Coordinator | Scheduled review date | Insert Month/Year |
| Policy Area | Governance | | |