



CONFIDENTIALITY POLICY AND PROCEDURE

Responsible Officer	Executive Manager: Community Engagement.
Approved by	Chairman
Review by	Executive Manager: Community Engagement
Last Reviewed	12/07/2015
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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 Community Veracity in dealing with confidentiality considerations.

POLICY

Community Veracity 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.

COMMUNITY VERACITY 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

Community Veracity's CEO is responsible for the implementation of this policy.

Community Veracity's CEO is responsible for reviewing this policy as and when the need arises.

All employees 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

Community Veracity 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;
 - requires protection to safeguard the intellectual property of the organisation.

Staff 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 (see [Appendix A](#))

Training

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



APPENDIX A

CONFIDENTIALITY AGREEMENT

I agree to hold confidential all information that Community Veracity has placed restrictions on, and to release it to persons outside the organisation only when authorised by the organisation and subject to any conditions set by the organisation.

I undertake to:

- 1) Access information held by the organisation only when necessary to the performance of my assigned duties;
- 2) Make copies of restricted information only when necessary to the performance of my assigned duties;
- 3) Oversee the storage and handling of restricted information to minimise the risk of its diversion into unauthorised channels;
- 4) Take reasonable care to properly secure confidential information on my computer and will take steps to ensure that others cannot view or access such information;
- 5) Not disclose my personal password(s) to anyone without the express written permission of my department head, or record or post it in an accessible location, and will refrain from performing any tasks using another's password; and
- 6) Notify my supervisor if I have reason to believe that my access codes and passwords have been compromised.

Signed _____

Date _____