



The Country Women's Association of Victoria Inc.

Confidentiality Policy and Procedures

Version: 02.1

Responsible Person: State President

Approved by the Board on 22.01.2019

Scheduled Review Date: January 2021

Introduction

The Country Women's Association of Victoria Incorporated is committed to openness, transparency, accuracy and accountability. Our policies shall reflect our wish to release all information we hold as far as this is consistent with the protection of individual privacy, the effective management of our organisation, and relevant legislation.

Purpose

This Confidentiality Policy is intended to regulate the release or retention of Board and State Council material by Board and State Council members.

Policy

State Council members shall be authorised to release to any person any material that has not been ruled by the State Council to be confidential. State Council members must not release to any person any material that has been ruled by the State Council to be confidential. All Board material is confidential and must not be released by any Board member, except as authorised by the Board.

Responsibilities

It is the responsibility of the State President to ensure that State Council materials are appropriately classified as confidential or open to release.

The State President is responsible for bringing this policy to the attention of prospective State Council members.

It is the responsibility of the State President to ensure that any Board material to be released is explicitly authorised for release by the Board.

All Board and State Council members are responsible for respecting the Confidentiality policy.

Procedures

For those matters that the Board and/or State Council elect not to make public, Board and State Council members shall respect the confidentiality of those documents and of any deliberations in the Board and/or State Council on those matters.

In particular, Board and State Council members shall not:

- (a) disclose to any member of the Association or of the public any confidential information acquired by virtue of their position as a Board or State Council member;
- (b) use any confidential information acquired by virtue of their position on the Board or State Council for their personal financial or other benefit or for that of any other person;
- (c) 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 Board or State Council;
- (d) make statements to the media in the name of the Association except as specified in the Media Relations Policy; or
- (e) 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 Board or State Council member is no longer serving on the Board or State Council.

The Board or State Council shall decide from time to time whether any observers shall be permitted to attend any or all of its meetings. Where appropriate, observers may be admitted subject to their undertaking to maintain confidentiality.

Where appropriate, information identifying individuals may, with the consent of the Board or State Council, be removed by the Chairperson from material before its consideration by the Board or State Council, or may be removed from material before it is released.

Relevant Clauses of the Constitution:

The following clauses of the Constitution are relevant to this Confidentiality Policy:

3.15 General rights of Voting Members

Voting Members have the following general rights: ...

(e) to inspect on request and free of charge:

(i) the register of members of the Association;

(ii) the minutes of general meetings of the Association;

(iii) the minutes of Board meetings; and

(iv) the financial records, books, securities, and any other relevant document of the Association.

The Board may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.