

Confidentiality Policy & Procedures

Policy Number: 1.06



Title: Confidentiality

Purpose The policy sets out the way confidential information is treated at NSW Stoma Ltd

Scope This policy applies to all staff, board members, volunteers and contractors of NSW Stoma Ltd

Policy

NSW Stoma Ltd requires Board members, staff, volunteers, and contractors to respect and maintain the confidentiality of clients, individuals and the organisation's business generally.

Board members, staff, volunteers, interns and contractors may from time to time have access to information that is confidential to NSW Stoma, other agencies that have dealings with NSW Stoma or to other Board members, staff, volunteers and contractors.

Definition

Confidential information includes the following:

- Personal staff or Board member information such as home address, telephone numbers, and other non-work related information
- Personal information provided by individuals or about individuals in the course of performance reviews, leave applications, supervision sessions or similar discussions
- Information about any internal dispute or grievance
- Business conducted in Board meetings, other than that identified as being for public discussion
- Any confidential and proprietary information concerning financial transactions, competitive tenders or expressions of interest or any other organisational plans or activities identified by the Board or Management.

PROCEDURES

Personnel will:

- retain all confidential information in the strictest confidence and not disclose any confidential information to any person other than for purposes directly related to their position at NSW Stoma Ltd.

- not use any confidential information which they have acquired in relation to the activities of NSW Stoma for their own interests or the interests or purposes of others not associated with NSW Stoma
- not make copies of any confidential information for any other reason other than those essential to and directly related to their position and responsibilities with NSW Stoma
- upon the request, and in any event upon the cessation of their engagement or employment with NSW Stoma return or destroy materials containing confidential information which are in their possession.

This will not prevent an individual from:

- disclosing information to proper authorities in relation to concerns about improper conduct, breaches of laws or breaches of duty of care
- providing access for external reviewers to non-identified information for the purposes of formal audit processes
- making a formal complaint to appropriate authorities about an aspect of the organisation's operation
- disclosing any information that they may be required to disclose by any court or regulatory body or under applicable law.

Key Dates:

First Approved Date:	17/12/2020
Last Change Approved:	17/12/2020
Revision Date:	17/12/2023

***** End of Policy *****