



## CONFIDENTIALITY POLICY

### 1. Purpose

To ensure satisfactory confidentiality practices are maintained by Dinah Beach Cruising Yacht Association (DBCYA), its members and employees, for the protection of all parties concerned.

### 2. Scope

This policy applies to all DBCYA Management Committee members, members, employees and volunteers relating to confidential and/or privileged or proprietary information entrusted to them in the course of conducting affairs on behalf of the DBCYA or acquired by any other manner.

### 3. Policy Statement

DBCYA places great importance on preserving the confidentiality of sensitive, privileged or proprietary information.

### 4. Confidentiality

- 4.1. DBCYA Management Committee members, members, employees and volunteers shall not reveal any confidential and/or privileged or proprietary information entrusted to them in the course of their duties, including information tabled or discussed at Management Committee meetings, and may not use or attempt to use any such information, documents or data, other than for the fulfilment of their DBCYA duties.
- 4.2. Care shall also be taken to ensure that unauthorised individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.
- 4.3. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorisation from the Management Committee through the Commodore.
- 4.4. Upon leaving office or ceasing to assist with specific DBCYA projects, and thereafter, the Management Committee members, members, staff and volunteers shall not reveal any confidential or proprietary information obtained whilst conducting the DBCYA affairs, and may not use, retain, or attempt to use or retain, any such information, documents or data.
- 4.5. DBCYA Management Committee members, members, staff and volunteers will employ safe and secure records management and communications practices to ensure Information Act legislative requirements are upheld at all times.

Signed:

DBCYA Commodore:

name:

Jim Liversidge

Dated:

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Policy title/no:	DBCYA Confidentiality Policy	Policy Category:	Governance
Policy Approved:	21 June 2015	Date of last review:	n/a
Creator:	W McCallum, General Manager	Date of next review:	June 2016
Responsible Officer:	General Manager	Version:	V1.1