

HECIS: Confidential Information Policy

1.8	CONFIDENTIAL INFORMATION
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Applies to: Management Committee Members, Staff, Volunteers, Contractors	Version: 1
Specific responsibility: Management Committee, Staff	Date approved: 5.8.14
	Next review date: Aug 21

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	Mandatory Reporters (Family & Community Services)
Contractual obligations	

POLICY STATEMENT

HECIS requires Management Committee members, staff, volunteers and contractors to respect and maintain the confidentiality of individuals and the organisation's business generally.

Management Committee members, staff, volunteers and contractors may from time to time have access to information that is confidential to HECIS, other agencies that have dealings with HECIS, or to other Management Committee members, staff, volunteers and contractors.

Definition

Confidential information includes the following:

- Personal staff or Management Committee member information such as home address, telephone numbers, and other non work related information
- Client and client family information such as home address, telephone numbers, HECIS assessments, observations sheets and working files, and supporting documents from allied health professionals (diagnosis etc.)
- 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 Management Committee 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 Management Committee or HECIS Co-ordinator.

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 HECIS.
- not use any confidential information which they have acquired in relation to the activities of HECIS for their own interests or the interests or purposes of others not associated with HECIS.

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- 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 HECIS.
- upon the request, and in any event upon the cessation of their engagement or employment with HECIS 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.

DOCUMENTATION

Documents related to this policy	
Related policies	Code of Ethics and Conduct Privacy Conflicts of Interest
Forms, record keeping or other organisational documents	Code of Ethics and Conduct Agreement

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-ordinator	HECIS Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	11.8.15	HECIS Co-Ordinator	Aug 2016
2	28.7.16	HECIS CoOrdinator	Aug 2017
3	2.8.17	HECIS CoOrdinator	Aug 2018
4	31.8.18	HECIS CoOrdinator	Aug 2019
5	20.8.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021