

# Omeath District Development Company

## Confidentiality Policy



# Confidentiality Policy

Breaches in confidentiality may arise when private board discussions or confidential board information or documents are shared with people without the Board's knowledge or consent. To avoid any misunderstandings or appearance of wrong doing on the part of board members, the procedures specified in this document should be followed to avoid breaches in board confidentiality.

## Purpose

The purpose of this confidentiality policy, is to ensure that matters of a confidential nature relating to the organisation and its work, are not disclosed until such time as the Board has authorised such disclosure.

This confidentiality policy applies to all members of the Board and its sub-committees. Board and sub-committee members should be mindful that the principle of confidentiality applies to all information that:

- has not been made public by, or with the company's authority;
- is or has been obtained during, or in the course of a board/sub-committee members involvement with the company;
- and, relates specifically to the company's business and any individuals or companies or entities with whom the company has dealings.

## Handling Confidential Matters

Board members (or sub-committee members) should not release minutes, board papers or other board documents to any person, without the prior agreement of the Board.

All matters that are before a sub-committee or task force of the board, are to be treated as confidential matters, unless such matters are determined to not be of a confidential nature by the Chairperson of the sub-committee or task force.

All unapproved financial records including budgets, statements and balance sheets including any information which may disclose the salary or compensation of the company's employees or suppliers is confidential.

Information termed as "confidential" in a contract or other written agreement made between the company and another party is deemed to be confidential.

Personnel files are confidential. Access to a staff member's file is limited to the Chief Executive Officer. Access to the Chief Executive Officer's personnel file is limited to the Managing Director and/or Non-Executive Chairperson.