

1.7 Confidentiality Policy

1. Purpose

The purpose of this policy is to regulate the release of information by the Aldinga Community Centre.

2. Responsibilities

It is the responsibility of the Centre’s Board to ensure that this policy is implemented. It is the shared responsibility of the Centre’s Board and Community Development Officer (CDO) to ensure that the procedures are implemented.

3. Principles

4. Definitions

Confidential information – information (including personal information) about people or situations that should not be made available to others except in specific circumstances.

5. Policy

The Centre is committed to openness, transparency, and accountability. Its policies reflect its wish to release all information it holds as far as this is consistent with the protection of individual privacy, the effective management of its business, and relevant legislation.

Board members and staff shall be authorised to release to any person any material other than confidential material obtained in the course of their duties where such release is in accordance with the requirements of any applicable legislation and where such release is consistent with the Centre’s policies.

6. Approvals

	Policy	Procedure
Approving Authority	Board of Management	Board of Management
Approval Date	21 st September 2017	21 st September 2017
Next Review Due	September 2018	September 2018