



## COMMITTEE CONFIDENTIALITY POLICY

Policy number	1.08	Version	1.1
Drafted by	M.Kruck	Approved by Board on	05 Aug 2019
Responsible person	D.Manning	Scheduled review date	30 Nov 2022

### INTRODUCTION

Management Committee confidentiality is important. It encourages open and frank discussion at meetings, helps facilitate the development of vision and the implementation of an effective strategy to achieve that vision, and protects information that is confidential, personal, or relates to commercial or legal matters.

### PURPOSE

The purpose of this policy is to facilitate effective governance of SLNC by ensuring Management Committee confidentiality.

### POLICY

Management Committee members must keep confidential all sensitive information pertaining to matters dealt with by the Committee; information that is confidential, personal, or relates to commercial or legal matters. This includes board meeting minutes, agendas, reports to the Board and associated documents, and information contained in those documents.

Management Committee members must keep confidential all discussions pertaining to non-sensitive matters dealt with by the Committee, associated documents, and information contained in those documents; with the minutes of any meeting showing only the agenda and decisions made.

The obligation to maintain confidentiality continues to apply even after a person has left the Board.

Maintaining confidentiality as a general rule will also help ensure observance by committee members of the following legal duty:

*A person who obtains information because they are, or have been, a member of the Board must not improperly use the information to:*

- *gain an advantage for themselves or someone else; or*
- *cause detriment to the organisation.*

If a request is made for access to one or more Committee Papers\*, the Committee may on a case by case basis resolve to provide access to the document/s. In considering this request, the Board will have regard to:

- the importance of maintaining confidentiality to facilitate effective committee meetings;
- the importance of complying with the law – including privacy law - and recognizing that the law sometimes creates duties to disclose or protect information;
- whether the person requesting the document is a member, and the important role of members in holding the Management Committee accountable; and
- the need to be consistent in the way that documents are treated, and the consequence of establishing any precedents or expectations.

Nothing in this policy is intended to prevent the Management Committee from seeking confidential legal, accounting, financial or other expert advice from independent professionals to assist the Committee in carrying out its functions.

Any person [such as President or Secretary] who is not a member of the Management Committee but is present at a Committee meeting (or part of a meeting) must maintain in confidence all information obtained as a result of their participation in the meeting.

**Committee Papers** means all written communications to Management Committee member/s including without limitation monthly/quarterly committee papers, submissions, minutes, letters, memoranda, committee and sub-committee papers and copies of other documents referred to in any of the abovementioned documents made available to the Committee member as a Committee member during his or her time in office.

## **AUTHORISATION**

Signature of Secretary



Date of Approval by Committee

05 /AUG /2019

Springfield Lake Nature Care Inc (SLNC)





## BOARD CONFIDENTIALITY PROCEDURES

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### RESPONSIBILITIES

The President is responsible for bringing this policy to the attention of prospective Management Committee members.

The Secretary must ensure that it is included in the induction kit for new Management Committee members.

Requests for access to Committee papers should be made to the Secretary who should include consideration of the request as an item on the Management Committee meeting agenda.

### PROCEDURES

The Secretary shall ensure that Committee Papers are created, maintained and distributed in a manner which is consistent with their confidential status. They shall be kept separately from other (non-confidential) documents and stored in a manner which limits access to them by unauthorised persons.

In circumstances where a request for access to committee Papers has been made, and there is reason to believe that there are laws governing the disclosure or non-disclosure of the document, the President will obtain legal advice on the matter to assist the Committee in its consideration of the request.

### RELATED DOCUMENTS

- [Transparency and Accountability Policy](#)
- [Committee Confidentiality Policy](#)
- [Privacy Policy](#)
- [Code of Ethics](#)

### AUTHORISATION

Signature of President

Name of President

Date:

  
Luise Manning  
05 / AUG / 2019