

## COMMITTEE CONFIDENTIALITY POLICY

### INTRODUCTION

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 employment, commercial or legal matters.

### PURPOSE

The purpose of this policy is to facilitate effective governance of Hobart FM Inc by ensuring Committee confidentiality.

### POLICY

Committee members must keep confidential information pertaining to matters dealt with by the Committee unless otherwise agreed upon by the Committee. This includes Committee meeting minutes, agendas, reports to the Committee and associated documents, and information contained in those documents. To ensure transparency information and documents should be available to members upon *reasonable* request. (see *Transparency and Accountability Policy*)

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

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 Committee 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 Committee 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 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 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 who is not a member of the Committee but is present at a Committee meeting (or part of a meeting) must abide by the rules of the committee and association and keep in confidence that which he/she is advise to do so.

**Committee Papers** means all written communications to Committee member/s including without limitation monthly/quarterly Committee papers, submissions, minutes, letters, memoranda, Committee 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.

## **RESPONSIBILITIES**

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

The Secretary must ensure that all policies are included in the induction for new 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 Committee 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 (including members, sponsors and donors).

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 Public Officer will obtain legal advice on the matter to assist the Committee in its consideration of the request.

### **Related Documents/Policies:**

- Code of Conduct Policy
- Transparency and Accountability Policy
- Meeting Conduct Policy
- Electronic Data Retention and archiving
- Governance Policy



## **AUTHORISATION**

Date approved by the Committee: 17<sup>th</sup> January 2018

Review Date: January 2020

Committee President: \_\_\_\_\_  
[Name]

\_\_\_\_\_  
[Signature]

Committee Secretary: \_\_\_\_\_  
[Name]

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[Signature]