

COMMITTEE CONFIDENTIALITY POLICY

Policy number	001	Version	1
Drafted by	Evan Knoble	Approved by Committee on	July 2009
Responsible person	President	Scheduled review date	July 2012

Introduction

Rosebud Astral Theatre Society Inc. is committed to openness, transparency, and accountability. Its policies shall 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.

Purpose

This Committee confidentiality policy is intended to regulate the release or retention of Committee material by Committee members.

Authorisation

Signature of Policy Officer

Name of Policy Officer

Date

Rosebud Astral Theatre Society Inc.

Policy

Committee members shall be authorised to release to any person any material other than confidential material obtained in the course of their service as a Committee member where such release is in accordance with the requirements of any applicable legislation and where such release is consistent with the organisation's Media Relations Policy.

Procedures

The Committee shall review and approve the confidentiality policy of the organisation as a whole.

The Committee shall decide from time to time whether any or all of its agendas, minutes, or papers, or those of its sub-committees (not otherwise required by legislation, regulation, or its rules to be made public) shall be made public. Where no express decision has been recorded the assumption shall be that the material is not confidential.

On those occasions and for those matters that the Committee elects not to make public, Committee members shall respect the confidentiality of those documents and of any deliberations in the Committee on those matters.

In particular, Committee members shall not

- disclose to any member of the public any confidential information acquired by virtue of their position as a Committee member;
- use any confidential information acquired by virtue of their position on the Committee for their personal financial or other benefit or for that of any other person;
- disclose to any member of the public any confidential information related to the interests of individuals, groups or organisations acquired by virtue of their position on the Committee;
- make statements to the media in the name of the organisation except as specified in the Committee's Media Relations policy; or
- permit any unauthorised person to inspect or have access to any confidential documents or other information.

The obligation to protect such confidential matters from disclosure continues even after the individual Committee member is no longer serving on the Committee.

The Committee shall decide from time to time whether any observers shall be permitted to attend any or all of its meetings. Where appropriate, observers may be admitted subject to their undertaking to maintain confidentiality.

Where appropriate, information identifying individuals may be removed by the chair from material before its consideration by the Committee.

Responsibility

It is responsibility of the Committee chair to ensure that Committee materials are appropriately classified as confidential or open to release.

Related Documents

Media Relations Policy