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Policy No. 1

Confidentiality of Association Records

DOCUMENT CONTROL

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On behalf of Board:	Denis Moroney President
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TITLE

Confidentiality of Association Records

PURPOSE

In the course of performing their normal duties for SSAA Vic employees and volunteers will at some time have access to confidential information.

The purpose of this policy is to enable SSAA Vic employees to:

- recognise what information is confidential;
- understand their obligations in relation to protection of confidentiality;
- understand the serious consequences of a failure to observe confidentiality obligations.

SCOPE

Board of Directors / State Office / ranges / branches / sub clubs

OBJECTIVE

Provide direction

POLICY DETAILS

Confidential information is information which belongs to the SSAA (even if an employee has had a significant role in finding or creating the information).

For the purpose of this policy Confidential Information includes:

- Any document marked “Confidential” or any information which an employee is told is “Confidential” or which an employee should reasonably expect to be regarded by SSAA Vic as “Confidential”;
- Information in written, pictorial, oral, hard copy, electronic, or any other form whatsoever.
- Particular types of information which are sensitive for SSAA Vic, its related entities, its members, customers and clients. Examples of these types of information include:
 - business and operation plans, programs and strategies;
 - research and development operations;
 - inventions, copyrights, processes, ideas, developments, technology, programs, designs, specifications and formula, product development and relating information;
 - current, proposed or future business methods and services;
 - member, customer and client customer service usages and requirements, prospects and objectives;
 - trading relationships with vendors;
 - financial details, pricing structures, financial information, financial plans, financial data, financial condition and results of operations;

- distribution, sales, services, support and marketing practices, operations and plans;
- details or records of members, customers and potential customers, customer lists, contact persons and customer telephone numbers and electronic contact details;
- details of advice or information given to SSAA Vic Ltd customers or clients;
- details of staff and contractors.

Membership Data

The SSAA Vic collects information for the following purposes:

1. Compliance with statutory obligations relating to members' activities as provided by Law;
2. Service to members for mailing of magazines, renewals and other normal membership correspondence;
3. Service to members for purposes generally consistent with the purposes nominated in paragraphs 1 and 2;
4. Distribution by the Association of such material as the Board may from time to time determine is likely to be of assistance to members.

Purposes for which Membership Data is not to be used

The SSAA Vic does not collect data for:

1. Sale to other organisations or for integration with externally acquired data for marketing purposes;
2. Distribution to other organisations, except as mandated by legislation.

Ancillary uses of Membership Data

The Association will use data for purposes of demographic and related analysis of its membership. Such data, *with personal information removed* may be disclosed to third parties.

Disclosure of Membership Data

Other than is required to service its obligations to State Branches and for purposes of mailing to its members, membership information shall not be disclosed without the case by case approval of the CEO.

Right of review

Upon satisfactory confirmation of a member's identity, membership staff of the Association or officers working with them will discuss the member's individual record, (or in appropriate circumstances family members) this is intended to enable member's records to be corrected and facilitate the provision of services to members.

What are employees' obligations in relation to confidential information?

All employees are under a legal duty to preserve the confidentiality of information which belongs to his or her employer.

These legal duties are contained in your contract of employment and are also imposed by the operation of the law.

Furthermore, Confidential Information belonging to SSAA Vic will generally be subject to protection as copyright material belonging to SSAA Vic. Employee's may also be under obligations under the Corporations Act and privacy legislation not to disclose Confidential Information.

The key obligations of SSAA Vic employees are:

- Not, except when required in the proper performance of your duties, to disclose SSAA Vic's Confidential Information to any third party including any company or individual who is not a SSAA Vic employee authorised to view the Confidential Information;
- To only use and disclose SSAA Vic's Confidential Information so far as it is necessary for the proper performance of your duties;
- To do everything reasonable to ensure that SSAA Vic's Confidential Information is not disclosed in an unauthorised way to any third party;
- To avoid using SSAA Vic's Confidential Information in any way to obtain a personal benefit for you or any person who is not an employee of SSAA Vic or who is a family member or close friend (see also SSAA Vic's Conflict of Interest policy)
- To ensure that any Confidential Information which you deal with in your employment is kept securely at all times. Exercise care in emailing or electronically storing information;
- To avoid making unnecessary copies of information;
- When your employment ends, to return or destroy (at SSAA Vic's direction) any copies, in whatever form, of any Confidential Information to SSAA Vic. This includes any paper or electronic copies and any notes made from Confidential Information

When can Confidential Information be disclosed?

An employee's obligation to preserve the confidentiality of the information may cease to apply in certain circumstances, which are set out below. Information falling within one of these categories does not necessarily cease to be Confidential Information and employees should always ensure that, where they are unsure, disclosure is authorized by the CEO.

- The information comes into the public domain other than by reason of unauthorised disclosure;
- The information was in the possession of the employee from a source other than SSAA Vic, its respective related corporations or any of the directors, shareholders, officers, employees or agents of SSAA Vic or its related corporations;
- after the employee receives the information, it becomes available in the public domain by reason of a media report (except where that availability is a consequence of a breach of an employee's obligations or those of a fellow employee);

- the information is required to be disclosed by reason of any lawful requirements of any government, administrative body, authority or department;
- the information is required to be disclosed to any Court in the event of legal action;

What happens if an employee breaches their obligations of confidentiality?

SSAA Vic views a breach of confidentiality extremely seriously. Employees who breach obligations of confidentiality seriously undermine the trust that SSAA Vic can have that he or she will perform their duties properly and in SSAA Vic's best interests.

In many cases a breach of confidentiality will constitute grounds for immediate termination of employment. At SSAA Vic's discretion other less serious disciplinary action may be taken.

It is also possible that SSAA Vic's interests may be so seriously damaged by the disclosure of confidential information that legal action against an employee is justified. The remedies which SSAA Vic might be able to obtain from a Court in case of a breach of confidentiality include orders to pay monetary damages or injunctions, which are orders to prevent further disclosure of the information or to prevent an employee taking advantage of an unlawful disclosure.

Please note that confidentiality obligations continue post the period of employment with SSAA Vic as outlined in the employees employment agreement.

SSAA Vic may amend and vary this policy from time to time.

ASSOCIATED DOCUMENTS / REFERENCES

Federal Privacy Act 1988 and the Privacy Amendment (Private Sector) Act 2000

Privacy Codes Prescribed Standards for procedures relating to complaints as detailed in Schedule 1 of the Privacy (Private Sector) Regulations 2001