

INTRODUCTION Information management systems rely on any necessary restrictions on the free circulation of information being respected by those into whose hands the information is entrusted.

PURPOSE This Policy is designed to provide a framework for Murrumbidgee Landcare Inc in dealing with confidentiality considerations.

POLICY Murrumbidgee Landcare Inc collects and administers a range of information for a variety of purposes. Some of this information is restricted in its circulation for commercial, privacy, or ethical reasons.

Murrumbidgee Landcare Inc will place the minimum of restrictions on the information it holds, but will ensure that such restrictions as are considered necessary are observed by its staff and volunteers.

RESPONSIBILITIES The Executive Officer of MLI is responsible for the implementation of this Policy. All employees and volunteers are responsible for observing confidentiality procedures in their work (paid or voluntary) for MLI.

PROCEDURE *Processes*

The records management processes of MLI shall incorporate procedures for designating information confidential.

Restriction

MLi will place restrictions on the information it holds when the information:

- Is commercial in confidence;
- Concerns the privacy of its staff, volunteers, clients or customers; or
- Requires protection to safeguard the intellectual property of the organisation.

Staff dealing with restricted material will be instructed in the recognition of material falling under these headings.

Identification

Any information on which restrictions have been placed shall be clearly identified on the document or file, as far as possible. Where categories of information, rather than individual documents, are restricted this restriction will be conveyed to staff and volunteers dealing with this information.

Protection

Staff, and volunteers dealing with restricted information, shall be required to sign a Confidentiality Agreement (see Appendix A).

Training

All staff will be instructed in the requirements of this Policy.

AUTHORISATION:

This version was approved on:

This version takes effect on:

Authored by: Mrs Nicole Maher

Authorised by:

Chairperson signature:

APPENDIX A

CONFIDENTIALITY AGREEMENT

I agree to hold confidential all information that Murrumbidgee Landcare inc has placed restrictions on, and to only release it to persons outside MLI when appropriately authorised by MLI, and subject to any conditions set by MLI.

I undertake to:

- Access information held by MLI only when necessary to the performance of my assigned duties;
- Make copies of restricted information only when necessary to the performance of my assigned duties;
- Oversee the storage and handling of restricted information to minimise the risk of its diversion into unauthorised channels;
- Take reasonable care to properly secure confidential information on my computer, and take steps to ensure that others cannot view or access such information;
- Not record or post my personal password(s) in an accessible location, disclose my personal password(s) to anyone (without the express written permission of the MLI Executive Officer), or perform any tasks using another's password; and
- Notify my supervisor if I have reason to believe that my access and/or passwords have been compromised.

Signature: _____

Date: _____