



CONFIDENTIALITY POLICY

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Drafted by: Lyn Flaherty
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INTRODUCTION

Move Through Life 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 confidentiality policy is intended to regulate the release or retention of board and operational material by the board and all members of MTL's committees and groups; including its Operational Committee, Supplementary Income Group and Public Fund Committee.

DEFINITIONS AND ACRONYMS

MTL : Move Through Life Incorporated and Move Through Life Dance Company
OC: Operational Committee
SIG : Supplementary Income Group
PFC: Public Fund Committee

POLICY

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

Responsibility

It is the responsibility of the relevant chair to ensure that relevant members are aware of MTL's policy in relation to confidentiality of documents.

Procedure

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

The board shall decide from time to time whether any of its agenda, minutes or papers or those of its sub-committees and groups (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 confidential.

Members of the board, committee or group shall respect the confidentiality of those documents and of any deliberations in the relevant meetings or teleconferences on those matters.

If the board elects to make documents public, an appropriate process for communicating will be determined and implemented by the appropriate person/s.

In particular, board, committee and group members shall not:

- Disclose to any member of the public any confidential information acquired by virtue of their position;
- Use any confidential information acquired by virtue of their position 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 interest of individuals, groups or organisation acquired by virtue of their position;
- Make statements to the media in the name of the organisation except as specified in MTL'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 board, committee and/or group member is no longer serving on the board, committee or group.

The board 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 it is considered by the board, committee or group.

RELATED DOCUMENTS

- Media Relations Policy

REVIEW

This policy will be reviewed annually by the MTL board and amended as appropriate.