



## EXECUTIVE CONFIDENTIALITY POLICY

Policy number	G-0002	Version	001
Drafted by	John Baumann	Executive Approval on	05/08/2013
Responsible person	Chairman	Scheduled review date	02/02/2015

### INTRODUCTION

EDJSA is committed to openness, transparency, and accountability. Our policies shall reflect our wish to release all information we hold as far as this is consistent with the protection of individual privacy, the effective management of our organisation, and relevant legislation.

### PURPOSE

This Executive Confidentiality Policy is intended to regulate the release or retention of Executive material by Executive members.

### POLICY

Executive members shall be authorised to release to any person any material that has not been ruled by the Executive to be confidential. Executive members must not release to any person any material that has been ruled by the Executive to be confidential.

### AUTHORISATION

John Baumann

Chairman

05 August 2013

Elizabeth & Districts Junior Soccer Association Inc.

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## BOARD CONFIDENTIALITY PROCEDURES

Procedures number	G-0002	Version	001
Drafted by	John Baumann	Executive Approval on	05/08/2013
Responsible person	General Secretary	Scheduled review date	02/02/2015

### RESPONSIBILITIES

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

The Chair is responsible for bringing this policy to the attention of prospective Executive members.

All Executive members are responsible for respecting this policy.

### PROCEDURES

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

The Executive 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.

Where release of any material would involve the unreasonable release of personal information regarding any person, the Executive may

- (a) declare that material to be confidential, or,
- (b) if appropriate, remove identifying material from the material before release.

For those matters that the Executive elects not to make public, Executive members shall respect the confidentiality of those documents and of any deliberations in the Executive on those matters.

In particular, Executive members shall not

- disclose to any member of the public any confidential information acquired by virtue of their position as an Executive member;
- use any confidential information acquired by virtue of their position on the Executive 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 acquired by virtue of their position on the Executive; organisations
- make statements to the media in the name of the organisation except as specified in the Executive'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 Executive member is no longer serving on the Executive.

The Executive 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, with the consent of the Executive, be removed by the Chair from material before its consideration by the Executive, or may be removed from material before it is released.

## **RELATED DOCUMENTS**

- Transparency and Accountability Policy
- Privacy Policy
- Code of Ethics

## **AUTHORISATION**



John Allen

General Secretary

05 August 2013

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