



Jasper Road Public School P&C Association

Confidentiality Policy

2024

1. Introduction

Jasper Road Public School P&C Association (hereinafter referred to as "the Association") recognises the importance of maintaining the confidentiality of sensitive information. This Confidentiality Policy outlines the guidelines and expectations for all members, volunteers, employees, and contractors of the Association regarding the handling of confidential information.

2. Scope

This policy applies to all individuals associated with the Association, including but not limited to executive committee members, volunteers, employees, contractors, and any other individuals who may have access to confidential information during their engagement with the Association.

3. Definition of Confidential Information

Confidential information includes any non-public information disclosed, received, or created during Association activities, which is not available to the public. This includes, but is not limited to, personal information of members and stakeholders, financial records, strategic plans, minutes of meetings, internal communications, fundraising initiatives, and any other information identified by the Association as confidential.

4. Obligations of Confidentiality

All individuals associated with the Association are required to:

- a. Maintain the utmost confidentiality of all confidential information obtained or generated during their engagement with the Association, both during and after their association with the Association.
- b. Not disclose or discuss any confidential information with unauthorised individuals, including family, friends, or other third parties, unless required by law, authorised by the Association, or necessary to fulfill their responsibilities.
- c. Use confidential information solely for the purpose of fulfilling their duties and responsibilities within the scope of their engagement with the Association.
- d. Take appropriate measures to safeguard confidential information from unauthorised access, loss, theft, or damage, including secure storage, password protection, and encryption where applicable.

e. Refrain from using confidential information for personal gain or any purpose that may be detrimental to the Association or its members.

5. Disclosure and Sharing of Confidential Information

a. Members, volunteers, employees, and contractors may only disclose confidential information to other individuals within the Association on a "need-to-know" basis for legitimate purposes related to the functioning of the Association.

b. Disclosure of confidential information to external parties, including the media, should only be done with the express written consent of the Association or as required by law.

c. When sharing confidential information electronically, it must be done using secure channels and in compliance with the Association's information technology and communication policies.

6. Data Protection and Security

a. All individuals associated with the Association must comply with applicable data protection laws and regulations in handling and storing confidential information.

b. Confidential information should be stored securely, whether in physical or electronic form, and access should be restricted to authorised individuals only.

c. When transmitting confidential information electronically, appropriate security measures, such as encryption and secure file transfer protocols, should be used.

d. In the event of a suspected or actual breach of confidentiality, individuals must report the incident immediately to the Association's executive committee.

7. Compliance and Consequences

a. Failure to comply with this Confidentiality Policy may result in disciplinary action, up to and including termination of association or employment, legal action, and other remedies as deemed appropriate.

b. Breaches of confidentiality may also have legal consequences under applicable laws and regulations.

8. Review and Updates

This Confidentiality Policy will be reviewed every 3 years or as needed to ensure its continued relevance and effectiveness. Updates may be made to reflect changes in laws, regulations, or the Association policies and procedures.

By being associated with Jasper Road Public School P&C Association, you acknowledge that you have read, understood, and agreed to abide by the terms and conditions outlined in this Confidentiality Policy.

As adopted by the *Jasper Road Public School* P&C Association General Meeting, Monday 17th June 2024.
(See original scanned documents for signatures)

Signed President: Sarah Bramley 17/06/2024

Witnessed Secretary: Davina Harris 17/06/2024