



PRIVACY & CONFIDENTIALITY POLICY

By-Law No.:	01	Version No.:	01	Review Date:	03 Mar 2022	Approval Date:	3 Mar 2022
President:	Vicki Reid			Signature:			
Secretary:	John Howard			Signature:			

This By-Law has been passed by a majority of not less than three fourths of the members present and voting in person or via proxy in a General Meeting. This policy should be read in conjunction with the Club Constitution and other relevant Regulations, Codes, Policies, and Documents

1. Purpose

The Privacy & Confidentiality Policy specifies the privacy and confidentiality standards for all members when dealing with or being exposed to Club information that is not in the general or public domain.

2. Private Information

Private information is individual or personal information that shall be respected. It is not to be discussed as general or public information.

3. Confidential Information

Confidential information shall be always maintained as such. It can occur in verbal, written, photographic, audio or computer record form.

4. Types of Information That Shall be Treated as Confidential

- Personal details of general members, committee members, volunteers, and people who attend the Knox Obedience Dog Club Incorporated (the Club) grounds. i.e., names, addresses, telephone numbers, etc.
- Conditions of membership
- Member or volunteer disciplinary, appraisal or grievance investigations
- Committee member disciplinary or grievance investigations
- Information discussed at Committee Meetings
- Consumer information i.e. referrals, complaints, or personal information

5. Scope of the Policy

The Privacy and Confidentiality Policy applies to everyone connected to The Club:

- When talking with general / committee members or volunteers
- When dealing with professionals from other agencies/organisations
- In social environments
- Within the geographic location of the Club grounds
- At home

6. Personal Behaviour

Whilst representing the Club, committee members must refrain from any form of contact that may cause offence or embarrassment to members, volunteers, general public, other committee members, or the Club.

7. Political Participation

Committee members who take part in political matters need to ensure that the involvement does not conflict with their responsibility to the Club.

8. Public Comment and Disclosure of Official Information

Committee members should not give information or comment on matters concerning official business unless it is required in the course of their duty with the Club

9. Fairness

The committee will deal with issues/problems/concerns in a consistent, prompt, fair, and non-discriminatory manner.



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See also, The Club Regulations, Codes, Policies and Procedures: Appendix A - Committee Code of Conduct & Ethics – Clause Confidentiality – Clause 7 for further clarification.

Freedom of Information Act 1982

Privacy and Data Protection Act 2014 (previously the Privacy Act 2000)