



## **Introduction**

### **BOARD CONFIDENTIALITY POLICY**

The Board of the ACT Jewish Community Inc is committed to inclusiveness, transparency and accountability. This policy reflects our wish to release all information we consider or hold as far as is consistent with the protection of individual privacy, the effective management of our organisation, and relevant legislation.

### **Purpose**

This Board Confidentiality Policy is intended to regulate the conduct of all Board meetings (including unrecorded discussions) and the release or retention of all Board document by Board members.

### **Policy**

Except as indicated in this policy, Board deliberations and documents are open to members of the Community.

Board meetings will be open to attendance by Community members to present a report or raise an issue of concern (listed on the agenda in advance of the meeting) and then closed for discussion amongst Board members for the remaining agenda items.

Board members must respect the confidentiality of all matters that the Board elects not to make public.

Board members must not release to any person any document or the content of any deliberation (whether recorded or not) that has been classified as confidential.

### **Board Confidentiality Procedures**

### **Responsibilities**

It is the responsibility of the Board Chair prior to and after any Board meeting to ensure that Board documents and deliberations (including unrecorded discussions) are or have been appropriately classified as confidential or open to release.

The agenda will indicate in advance of any Board meeting which items will be confidential and any document(s) relating to those items and the discussion of them (whether recorded or not) will be confidential.

The Board Chair is responsible for bringing this policy to the attention of prospective Board members. All Board members are responsible for respecting this policy.

## **Procedures**

Where the release of any document or the content of any discussion would involve the unreasonable release of personal information regarding any person, the Board may:

1. (a) declare the relevant documents and discussion to be confidential; or
2. (b) if appropriate, remove identifying material from the documents before release.

Board members must not:

- disclose to any member of the public any confidential information acquired by virtue of their position as a Board member;
- use any confidential information acquired by virtue of their position on the Board 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 organisations acquired by virtue of their position on the Board;
- make statements to the media in the name of the organisation except as specified in the Community's constitution; 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 after the individual Board member is no longer serving on the Board.

The Board will review this policy from time to time.

## **Authorisation**

Robert Cussel  
Secretary  
ACT Jewish Community Inc

Reviewed: 30 April 2019