

026 – Arboriculture Australia – Confidentiality policy

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<b>Approved</b>	YES
<b>Process Sponsor</b>	Arboriculture Australia Chair
<b>Process Approver</b>	Arboriculture Australia Ltd
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<b>Company</b>	Arboriculture Australia

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## **1 Process Summary**

Board members are responsible for safeguarding proprietary and confidential information pertained to Arboriculture Australia Ltd. Any matters not publicised by Arboriculture Australia Ltd should be viewed as confidential. Board members should never give confidential business, member or Arboriculture Australia Ltd information to people outside of Directors, Advisors or Administration Officer.

## **2 References**

Nil.

## **3 Definitions**

- Board – the Board of Directors of Arboriculture Australia.
- Administration Officer - The person/s employed by Arboriculture Australia to conduct administration on its behalf.
- Advisor – As per the constitution, the advisors are to monitor the Directors

## **4 Process Detail**

Arboriculture Australia will place limits on the information it holds when the information:

- is commercial in confidence
- concerns the privacy of its members, staff, volunteers or sponsors
- requires protection to safeguard the intellectual property of the organisation.

You shall not, either during or after your time on the Board of Arboriculture Australia or as an Advisor or employee, without the prior consent of the Arboriculture Australia directly or indirectly, divulge to any person or use the confidential information for your own or another's benefit.

To protect this information, Board members and Advisors shall be required to sign a confidentiality agreement (See Appendix 1)

Unauthorised disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, which could result in removal from the position held.

## **5 Amendment Record**

- Created 26 November 2014
- Amended 1 August 2016
- Amended 31 January 2018

## **6 Attachment Summary**

Appendix 1: Confidentiality Agreement

## Appendix 1: Confidentiality Agreement

### 7 Confidentiality Agreement

I agree to hold confidential all information that Arboriculture Australia Limited has placed restrictions on, and to release it to persons outside the association only when authorised by the Chair/ Deputy Chair or the most senior employee of the business and subject to any conditions set by the association.

***This declaration is required to be signed by all current Directors and Advisors and returned to the Arboriculture Australia Ltd administration office within fourteen (14) days of appointment to role of Director.***

***Failure to sign this agreement will result in loss of the position of Director.***

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_