

026a – Arboriculture Australia
Committee Chair & Committee Member – Confidentiality policy

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1 Process Summary

A Committee Chair and Committee 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. A Committee Chair or Committee Member should never give confidential business, members information or Arboriculture Australia Ltd information out unless approved by the Chair, Vice Chair or most senior administration officer.

2 References

Nil.

3 Definitions

- Committee Chair – Chair of Arboriculture Australia Ltd Committee.
- Committee Member – Member of Arboriculture Australia Ltd Committee.
- Administration Officer - The person/s employed by Arboriculture Australia to conduct administration on its behalf.

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 a committee of Arboriculture Australia, 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, a Committee Chair or a Committee member 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 06 October 2016
- Amended 31 January 2018

6 Attachment Summary

Appendix 1: Confidentiality Agreement – Committee Chair & Committee Member

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 senior administration staff of Arboriculture Australia Ltd and subject to any conditions set by the association.

This declaration is required to be signed by all current Committee Chairs and Committee Members and returned to the Arboriculture Australia Ltd administration office within fourteen (14) days.

Failure to sign this agreement will result in loss of the Committee Chair or Member position.

Name: _____

Signed: _____

Date: _____