

CONFIDENTIALITY POLICY

PURPOSE

The purpose of this policy is to provide a framework for the Motor Neurone Disease Association of South Australia (MND SA) to deal with confidentiality considerations.

SCOPE

All employees, volunteers and contractors are responsible for observing confidentiality requirements in their workplace, as appropriate.

In this policy, 'workplace' includes working on site or off-site, attendance at a work-related conference or function, and attendance at a client or other work-related event, including retreats and social events.

POLICY

The MNDASA collects and administers a range of information for a variety of purposes. Some information may be restricted in its circulation/discussion for the following reasons:

- It is commercial in confidence
- It concerns the privacy of its staff, volunteers and/or clients
- It requires protection to safeguard the intellectual property of the Association.

The MND SA will place the minimum of restrictions on the information it holds, but will ensure that such restrictions as are considered necessary are observed by its employees, volunteers and contractors.

Employees, volunteers and contractors dealing with restricted/sensitive information may be required to sign a confidentiality agreement.

BREACH OF THIS POLICY

Any breach of this policy may result in disciplinary action, which, in the case of employees, may lead to dismissal, or, in the case of volunteers, may lead to the cessation of their involvement with the MND SA.

Any breach of this policy by a contractor may result in cancellation by the MND SA of the services provided by that contractor.

AUTHORISATION

Developed, prepared and issued by Executive Director, Motor Neurone Disease Association of South Australia (MND SA) on behalf of the MND SA Committee of Management and in accordance with the governance requirements of the *Associations Incorporation Act 1985*.

CONFIDENTIALITY AGREEMENT

MND SA is committed to ensuring that the privacy and confidentiality of all client, volunteer, staff and business information is maintained by all associated with MND SA as stated in the MND SA Confidentiality Policy.

This form needs to be completed by:

- Staff employed by MND SA via an external agency
- Contractors
- Volunteers
- Students undertaking work experience

Commitment Statement

I understand the requirements placed on me by MND SA under the provisions of the Privacy Act 2001 (Act) and the MND SA Confidentiality Policy, in relation to participant and staff details and information. I have also read and understand the MND SA Confidentiality Policy.

I will at no time divulge directly or indirectly to any other person or organisation any personal, identifying or confidential information, including data or knowledge relating to individuals supported by MND SA or their family members, unless it is:

- required by law
- requested by the client
- permission from the Executive Officer is obtained

I declare my responsibility to ensure that confidential documents and information and computers and folders holding personal data are kept in a secure place and that this is inaccessible to anyone other than MND SA staff and volunteers.

I understand that any breach of these practices, by me, will be viewed as serious misconduct and either be referred to the disciplinary process, and that my relationship may be terminated.

I undertake to:

- Use confidential or private information only for the purpose of performing my duties as an employee, volunteer or contractor of MND SA;
- Not make any unauthorised copies of confidential or private information or share it, either in hardcopy or electronically, with any unauthorised persons or in any public forum;
- Following approval, ensure any persons to whom I disclose/provide confidential or private information to, is made aware of its confidential or private nature;
- Appropriately store and handle confidential or private information to minimise the risk of its diversion into unauthorised channels;
- Take reasonable care to properly secure confidential or private information (both hardcopy and electronic) so that unauthorised persons cannot view or access such information;
- Notify the Executive Director of any suspected or actual unauthorised use, copying or disclosure of confidential or private information, access codes and/or passwords.
- Provide any assistance reasonably requested by MND SA in relation to proceedings associated with unauthorised use, copying or disclosure of confidential or private information, access codes and/or passwords.

Name _____ Date _____

Signature _____