

**Document Number:** 001.01.004

**Version:** 1

**Date of Issue:** 01/11/07

**Date Updated:**

**Document Name:** C:\Documents and Settings\Kerry-Anne\My Documents\ACA\GOVERNANCE\001.001 POLICY DOCUMENTS\Board Confidentiality Policy 001.001.004.doc

## **BOARD CONFIDENTIALITY POLICY**

### **Introduction**

The Australian Cartoonists' Association is committed to openness, transparency, and accountability. Its policies shall reflect its wish to release all information it holds as far as this is consistent with the protection of individual privacy, the effective management of its business, and relevant legislation.

### **Purpose**

This board confidentiality policy is intended to regulate the release or retention of board material by board members.

### **Authorisation**

*Secretary*  
Australian Cartoonists' Association

## Policy

Board members shall be authorised to release to any person any material other than confidential material obtained in the course of their service as a board member where such release is in accordance with the requirements of any applicable legislation and where such release is consistent with the Associations Media Relations Policy.

## Procedures

The board shall review and approve the confidentiality policy of the Association as a whole.

The board shall decide from time to time whether any or all of its agendas, minutes, or papers, or those of its sub-committees (not otherwise required by legislation, regulation, or its rules to be made public) shall be made public. Where no express decision has been recorded the assumption shall be that the material is not confidential.

On those occasions and for those matters that the board elects not to make public, board members shall respect the confidentiality of those documents and of any deliberations in the board on those matters.

In particular, board members shall 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 Association except as specified in the board's Media Relations policy; 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 even after the individual board member is no longer serving on the board.

The board shall decide from time to time whether any observers shall be permitted to attend any or all of its meetings. Where appropriate, observers may be admitted subject to their undertaking to maintain confidentiality.

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Where appropriate, information identifying individuals may be removed by the chair from material before its consideration by the board.

### **Responsibility**

It is responsibility of the board chair to ensure that board materials are appropriately classified as confidential or open to release.

### **Related Documents**

Freedom of Information Policy  
Media Relations Policy