



TITLE	CONFIDENTIALITY STATEMENT
VERSION NUMBER	1
APPROVAL	
RESPONSIBILITY	Everyone
REVIEW	2016

Introduction

All staff and volunteers (including Board members) of Waminda House will be expected to sign a statement of confidentiality when commencing work or volunteering for the organisation.

(a) Principles of Confidentiality

All Board members, staff and volunteers should be fully informed of their responsibilities in relation to confidentiality principles, which are:

- all personal and confidential information disclosed by clients, staff and volunteers will not be discussed outside the organisation, except with their permission
- documents and information relative to the administration of the organisation will not leave the office without the Coordinator first being informed
- information regarding the addresses, phone numbers or whereabouts of any client, staff or Waminda member shall not be given out without the specific permission of the person concerned.

(b) Confidential Material.

All confidential material will be used with discretion:

- All documents relating to the private affairs of clients and members are to be kept confidential at all times.
- Personnel information, including employee salary details and private information will be treated as strictly confidential.
- No staff member or volunteer will divulge any information relating to employees, members or dealings of Waminda House either during their employment/ involvement with the organisation or at any time thereafter.
- If, during the course of employment by or association with the organisation, a staff member or volunteer (including Board members) becomes aware of any serious breach of confidentiality, they are required to bring this to the immediate attention of the Board Chair.

(c) Recording information

All information provided by clients should be recorded with care and discretion. Only relevant facts should be recorded and personal opinions should be avoided.

(d) Return of documents on termination

All files, letters, reports, records data and other material containing confidential information which may have been prepared by or come into the possession of an employee or volunteer are the property of the organisation to be used only in the performance of duties with the organisation.

When requested or upon termination of employment with the organisation, the employee or volunteer will return all property and material including all documentation mentioned above, computers, office equipment, keys, credit cards and records which may have come into the possession of the employee or volunteer during the course of their employment with the organisation.

(e) Outside employment

Staff members must not be involved in any other employment which may result in a confidentiality breach or conflict of interest with their position and duties with Waminda House.

Any staff member considering any other employment in addition to their duties with Waminda House should first discuss any possible implications with the Waminda House Board Chair.

CONFIDENTIALITY STATEMENT

I understand the confidentiality requirements of working at Waminda House.

I agree to maintain in the strictest confidence any information pertaining to any client, member or staff member to which I have access.

I agree to keep confidential all administrative matters.

SIGNED..... DATE.....