



TITLE: CONFIDENTIALITY POLICY AND PROCEDURE Updated 23/06/2020

PURPOSE: To ensure that confidentiality relating to the affairs of the Belgian Shepherd Dog Club of Queensland (BSDCQ) Inc are maintained.

ACCOUNTABILITY: The BSDCQ Management Committee and volunteers.

POLICY

- 1.0** Confidentiality is a very important aspect of any management committee's operations, whether relating to confidential issues raised by club members, or to the management of the internal issues and affairs of the BSDCQ.
- 2.0** It is important for the reputation and interests of the BSDCQ that management committee members and volunteers do not discuss the internal affairs/meetings of the management committee, with anyone outside of the organisation.
- 3.0** A breach of confidentiality could be considered to be injurious or prejudicial to the interests of the association, and may be subject to disciplinary action (see BSDCQ constitution, section 12.2.d).
- 4.0** Given that much information, discussions and actions resulting from BSDCQ management committee meetings will be required to be shared with the general members of the BSDCQ, it is important that the difference between what is 'privileged information' (not for general discussion), and what is not, is clarified.
- 5.0** This policy does not relate to such items as:
 - The register of membership (names only)
 - Books, accounts and reports relating to the financial affairs of the association
Which are open for perusal at all reasonable times by any member who previously applies to the secretary for inspection.
 - The annual general meeting, which is open to the general public.

PROCEDURE

- 1.0** All new members of the BSDCQ management committee and volunteers are required to read all policies and procedures related to confidentiality, and consequences for breaches of confidentiality, and the BSDCQ Constitution.
- 1.1** All BSDCQ management committee members are required to sign a confidentiality agreement



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which outlines their responsibilities in regard to confidentiality.

- 2.0** Each BSDCQ management committee meeting held will be considered to relate to 'privileged information' and will therefore be confidential. Any information to be shared with the BSDCQ membership will be clearly identified within the minutes taken at each meeting.
- 2.1** Minutes of the BSDCQ management committee meetings will be published on the Members Portal except items deemed confidential at that meeting.
- 2.2** Communication entered into the BSDCQ Committee closed face book page and the BSDCQ Auxiliary closed face book page is also considered 'privileged information' and should be managed as per **2.0** and **2.1**.
- 3.0** Any concerns by a member of the BSDCQ that the confidentiality of the BSDCQ management committee's operations or BSDCQ Volunteer's has been breached should be presented in writing to the President of the BSDCQ.
- 3.1** It will then be tabled at the next BSDCQ management committee meeting for consideration.
- 3.2** If it is ascertained that there may have been a breach of confidentiality, then the matter will be dealt with in accordance with the BSDCQ Breach of Conduct policy and procedure, in accordance with the BSDCQ constitution (sections 16-22).

May 2020 update approved by Committee 13.05.2020 – added volunteers. Web copy April 2018
June 2020 update approved by Committee 23.06.2020 – amend Procedure 2.1