

CONFIDENTIALITY POLICY

Version	2	Approved by Board	05/23
Responsible person	Office	Scheduled review	05/25

INTRODUCTION

Confidentiality is the right of an individual not to have personally identifiable information disclosed to others without that individual's express and informed consent.

The security of information management systems relies on those entrusted with information held by a management system respecting all necessary restrictions placed on disclosure of that information to others.

Purpose

The purpose of this document is to provide a framework to assist the Australian Alpaca Association to deal with confidentiality considerations.

Policy

AAA collects and administers a range of information for a variety of purposes. Some of this information is restricted in its circulation for commercial, privacy, or ethical reasons.

AAA will place the minimum of restrictions on disclosure of the information it holds but will take all reasonable steps to ensure that its staff and volunteers comply with all necessary restrictions.

CONFIDENTIALITY PROCEDURES

Responsibilities

The AAA Office is responsible for the review and implementation of this procedure.

All directors, office bearers and employees are responsible for observing confidentiality procedures.

Restriction

AAA will place restrictions on the information it holds when the information:

- is commercial in confidence;
- concerns the privacy of its staff, volunteers, clients or customers; or
- requires protection to safeguard the intellectual property of the organisation.

Staff dealing with restricted material will be instructed in the recognition of material falling under these headings.

Identification

Any information on which restrictions have been placed shall be, as far as possible, clearly identified on the document or file. Where categories of information, rather than individual documents, are restricted this restriction will be conveyed to staff and volunteers dealing with this information.

Protection

Staff of the organisation, and volunteers dealing with restricted information, shall be required to sign a confidentiality agreement.

Training

All staff will be instructed in the requirements of this policy.

Related Documents

- Privacy Policy
- Privacy and Confidentiality Fact Sheet

APPENDIX A

STANDARD Confidentiality Agreement

I agree to hold confidential all information that the Australian Alpaca Association has placed restrictions on, and to release it to persons outside the AAA only when authorised by the AAA and subject to any conditions set by the AAA.

I undertake to:

- 1) Access information held by the organisation only when necessary to the performance of my assigned duties;
- 2) Make copies of restricted information only when necessary to the performance of my assigned duties;
- 3) Oversee the storage and handling of restricted information to minimise the risk of its diversion into unauthorised channels;
- 4) Take reasonable care to properly secure confidential information on any electronic device owned or controlled by me and will take steps to ensure that others cannot view or access such information;
- 5) Not disclose my personal password(s) to anyone or record or post it in an accessible location, and will refrain from performing any tasks using another's password; and
- 6) Notify the office if I have reason to believe that my access codes and passwords have been compromised.

Signed _____

Date _____

Privacy and Confidentiality Fact Sheet

This fact sheet has been designed to assist board and committee members and employees to understand their obligations in relation to privacy and confidentiality in accordance with the Privacy policy

Privacy – Refers to the right of an individual to keep their information private

Confidentiality – Refers to the duty of anyone entrusted with personal information to keep that information private.

Employees, officials and members are obliged to ensure that any information that they have access to in their role within the AAA is not disclosed or used for any other purpose than the primary purpose the information was collected for.

The information collected by the AAA cannot be used, given or sold to any other party without the express permission of the member or members involved.

The Australian Alpaca Association may elect to distribute material to members on behalf of organisations approved by the AAA. Lists or labels disclosing contact or other personal information should **not** be provided to any third-party organisation. From time to time the AAA may contract a third party to provide a service to members, in which case the AAA may supply to the third party such contact or other personal information relating to members as is required to provide the service. Where a member has chosen to withhold their address from publication, the AAA should not include that member in any distribution of such material.

The AAA employees and members are required to ensure that the information is maintained in a secure manner. Any employee or member must keep any usernames and passwords which access the electronic system private and not share them with anyone else. Any hard copy documents should be kept in a secure place where they are not easily accessible to others.

The information held by the AAA cannot be used for any purpose other than that for which the information was collected. An employee, official or member can look-up breeders through eAlpaca but cannot then use that information for any purpose other than to contact that breeder directly.

Employees are required to ensure that any private information is disposed of in a secure manner.