



Confidentiality Policy and Agreement

DCSS Australia Inc.
NFP Community Services Org.

INTRODUCTION

Information management systems rely on any necessary restrictions on the free circulation of information being respected by those into whose hands the information is entrusted.

PURPOSE

The purpose of this document is to provide a framework for DCSS Australia Inc. in dealing with confidentiality considerations.

POLICY

DCSS Australia 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.

DCSS Australia 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 staff and volunteers.

RESPONSIBILITIES

DCSS Australia's Executive Managing Director is responsible for the implementation of this policy.

DCSS Australia's Executive Managing Director is responsible for reviewing this policy as and when the need arises.

All employees are responsible for observing confidentiality procedures in their workplace.

PROCESSES

The records management processes of the organisation shall incorporate procedures for designating information confidential.

Restriction

DCSS Australia 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;
- 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 (see Appendix A)



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Training

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

AUTHORISATION

Version	Reviewed by	Approved by	EMD Approved	Board Endorsement
1	Tom Conley	Tom Conley	10 November 2017	23 November 2017
2	Adriana Saw	Tom Conley	7 November 2018	20 November 2018
3	Kerry Drusetta	Tom Conley	28 February 2019	21 March 2019
Contact: Secretary@dcssaustralia.org				



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APPENDIX A

CONFIDENTIALITY AGREEMENT

I agree to hold confidential all information that DCSS Australia Inc. has placed restrictions on, and to release it to persons outside the organisation only when authorised by the organisation and subject to any conditions set by the organisation.

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 my computer and will take steps to ensure that others cannot view or access such information;
 - 5) Not disclose my personal password(s) to anyone without the express written permission of my department head, or record or post it in an accessible location, and will refrain from performing any tasks using another's password; and
 - 6) Notify my supervisor if I have reason to believe that my access codes and passwords have been compromised.
- A. The member has been informed by DCSS Australia that the provision of work by the Volunteer for DCSS Australia and its Clients, in the course of their employment will result in the Volunteer having access to Company Information.
This disclosure or release by the member of such information, to DCSS Australia or all of the Foregoing and that such loss may result in legal action.
- B. The Volunteer will only use the information in carrying out any tasks set by DCSS Australia or clients of DCSS Australia in Fulfilment of DCSS Australia contract and will not at any time use the information for any other purpose whatsoever.
- C. The Volunteer/Employee will not at any time disclose Confidential Information to any other person.
- D. Upon termination of the member or volunteer's contract of employment with DCSS Australia, or client of DCSS Australia, the volunteer/member Will forthwith return to DCSS Australia:
- (1) All documents, materials, discs, tapes and other property disclosed or obtained from DCSS Australia, or clients Of DCSS Australia, which incorporates or refers to Company Information and:
 - (2) All other materials, tapes, documents, discs, and other property which incorporates or refers to the Confidential Information, then in the Employee's possession, custody or power.

Declaration

Name _____ [Print]

Address _____

Signature of Volunteer _____

DCSS Australia Representative Witness

Name: _____ Signature: _____

Position/Title: _____ Date ____/____/____

A Board operates more effectively if the members and office-bearers of the Board know their respective duties and obligations.