

CONFIDENTIALITY

Objective

To eliminate improper use of information.

Scope

Councillors, Shire employees, contractors and volunteers

Policy

The employee must keep confidential and not disclose to any unauthorised person any information which comes to the employee's knowledge during the course of the employee's employment, including (but not limited to) precedent documents, client lists, office documents and client matters.

Unauthorised disclosure to a third party of confidential information about matters connected with the business will render the employee liable to disciplinary action and/or civil proceedings to restrain the employee from disclosing the information to a third party, or from making personal use of it without authority from a senior manager, or for damages if loss to the organisation results from the unauthorised disclosure.

This requirement applies to the employee both during and after the term of the employee's employment with the organisation. All confidential records, diaries, documents and other pages, together with any copies or extracts thereof, made or acquired by the employee in the course of his or her employment shall be the property of the organisation and must be returned to the organisation on the termination of the employee's employment.

Relevant Legislation

Commonwealth Corporations Act 2001
Commonwealth Privacy Act 1988
NSW Privacy & Personal Information Protection Act 1998
Government Information (Public Access) Act 2009

Associated Documents

Council's Confidentiality Agreement (available on Council's Intranet)
Council's Code of Conduct (available on Council's Intranet)
Individual employment terms and conditions

Responsible Officer:	Director Corporate Services		
Date Adopted:	21/2/06 19/3/14 20/3/18	Resolution No:	34/06 62/14 48/18
Version:	3	Review Date:	February (annually)