

# CONFIDENTIALITY POLICY



ROYAL SOUTH STREET SOCIETY

## Purpose

This policy establishes guidelines for handling confidential information within the Royal South Street Society (RSSS) to protect its operations, members, employees, volunteers, and stakeholders.

## Scope

This policy applies to all employees and volunteers engaged with RSSS.

## Definitions

<b>Royal South Street Society</b>	The formal organisation that oversees the Royal South Street Society Ballarat Eisteddfod
<b>Confidential Information</b>	Any non-public information obtained through RSSS, regardless of format, including but not limited to: <ul style="list-style-type: none"><li>• Business strategies, financial data, and operations</li><li>• Customer, vendor, and membership details</li><li>• Staff, volunteer, and board member information</li><li>• Intellectual property, research, and development</li></ul>

## Policy Statement

It is important that all employees and volunteers understand their obligations in relation to confidential information.

The purpose of this policy is to enable RSSS employees and volunteers to:

- Recognise confidential information
- Understand their obligations to protect confidential information
- Understand the serious consequences of a failure to observe confidentiality obligations

## Obligations of Employees and Volunteers

Employees and volunteers must:

- Keep all confidential information secure and only use it for RSSS-related purposes.
- Refrain from disclosing confidential information to unauthorised individuals.
- Prevent unauthorised access or distribution of confidential materials.
- Return or destroy confidential information upon termination of employment or volunteer service.
- Seek guidance from the Executive Officer or Board Chair if unsure about confidentiality obligations.

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## Permissible Disclosure

Confidential information may only be disclosed under the following conditions:

- It enters the public domain through lawful means.
- Required by law, government authorities, or court order.
- Authorised by the Board or Executive Officer.

## Breaches of Confidentiality

Unauthorised disclosure of confidential information is a serious violation and may result in disciplinary action, including termination of employment or volunteer service. Legal action may be pursued in cases of significant breaches.

## Continued Obligations

Confidentiality obligations continue beyond employment or volunteer tenure as outlined in RSSS agreements.

For any clarifications, contact the Executive Officer or Board Chair.

## Supporting Documents

- Confidentiality & Non-disclosure Agreement
- Grievance Complaints & Compliments Procedure
- Code of Conduct
- Privacy Policy and Procedure
- Risk Management Policy
- Risk Management Plan
- Workplace Employment Contracts

## Responsibility

- The Royal South Street Society Board is responsible for monitoring the implementation, outcomes and scheduled review of this policy.
- The Executive Officer/ General Manager is responsible for maintaining the content of this procedure as delegated by the Royal South Street Society Board.

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## Communication & Implementation

This procedure will be communicated and implemented via:

- Identified and recorded on the RSSS Quality Management Plan Cycle
- Listed in the Policies & Procedures file on the RSSS Intranet
- On Board review/approval, included on Staff Meeting Agenda for location and active implementation
- Staff induction documentation and sessions.
- Listed on the public website

## Legislative Context

This policy aligns with relevant Australian legislation, including but not limited to:

- Privacy Act 1988 (Cth): Governs the handling of personal information.
- Corporations Act 2001 (Cth): Outlines corporate governance and confidentiality obligations.
- Fair Work Act 2009 (Cth): Regulates employment conditions, including confidentiality obligations.
- Australian Consumer Law (ACL): Ensures protection of commercially sensitive information.
- State-based Privacy and Employment Laws: Additional regulations depending on jurisdiction.

## Policy Authorisation

<b>Approved by</b> RSSS Board	28/05/2025	<b>Responsible</b> <b>Person</b>	Executive Officer/
<b>Version</b>	Version 2 April 2025	<b>Scheduled Review</b> <b>Date</b>	01/01/2027