

HEARTKIDS LIMITED

Policy – Chapter 3 Human Resources

Confidentiality Policy



Policy Number: 3.2

Approval date: April 2017

Review date: April 2019

1. INTRODUCTION

- a) HeartKids Limited Board, Managers, staff and volunteers will from time to time access sensitive and confidential information.
- b) The HeartKids Limited information management systems including customer relationship management systems and finance software rely on any necessary restrictions on the free circulation of information being respected by those into whose hands the information is entrusted.
- c) HeartKids Limited seeks to ensure that staff and volunteers have a clear understanding of information sensitivity and confidentiality.

2. PURPOSE

- a) The purpose of this document is to provide a framework for HeartKids Limited in dealing with confidentiality considerations.

3. POLICY

- a) HeartKids Limited 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.
- b) HeartKids Limited 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.

4. RESPONSIBILITIES

- a) HeartKids Limited CEO is responsible for the implementation of this policy.
- b) All employees, contractors, volunteers and others engaged by HeartKids Limited are responsible for observing confidentiality procedures in their workplace.

5. PROCESSES

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

a) RESTRICTION

HeartKids Limited will place restrictions on the information it holds when the information:

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

Staff, contractors and or volunteers dealing with restricted material will be instructed in the recognition of material falling under these headings.

b) IDENTIFICATION

I. Any information on which restrictions have been placed shall be as far as possible clearly identified on the document or file marked as:

- Restricted for Board and CEO only
- Sensitive and Confidential for (insert role / committee etc) only
- Confidential for HeartKids Staff only
- Confidential for HeartKids Limited Staff and Volunteer only
- Unclassified

II. Where categories of information (i.e. payroll or board papers), rather than individual documents, are restricted this restriction will be conveyed to staff and volunteers dealing with this information.

c) PROTECTION

Staff and contractors of the organisation, and volunteers dealing with restricted information, shall be required to sign a confidentiality agreement (see Appendix A).

d) TRAINING

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

6. RELATED DOCUMENTS

- Privacy Policy



HEARTKIDS LIMITED

CONFIDENTIALITY AGREEMENT

I agree to hold confidential all information that HeartKids Limited 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 Manager, or record or post it in an accessible location, and will refrain from performing any tasks using another's password; and
- 6) Notify my Manager if I have reason to believe that my access codes and passwords have been compromised.

Signed _____

Name _____

Position _____

Date _____

Version 1.1

0003/16 HK Forms: Confidentiality Agreement

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