



BOARD CONFIDENTIALITY POLICY

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Controlling Body	Townsville Hockey Association Inc.
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Amendment History

Approval Date		Amendment
18/5/2020		New document format
1/3/2021	Review	

Authorisation


BOM Delegate Signature


BOM Delegate Signature

4th March 2021
Date

Introduction

Board confidentiality is important. It encourages open and frank discussion at meetings, helps facilitate the development of vision and the implementation of an effective strategy to achieve that vision, and protects information that is confidential, personal, or relates to employment, commercial or legal matters.

Scope

This policy covers all written communications to Board member/s including without limitation monthly/quarterly board papers, submissions, minutes, letters, memoranda, board committee and sub-committee papers and copies of other documents referred to in any of the abovementioned documents made available to the Board member as a Board member during his or her time in office, herein after referred to as Board Papers.

Responsibilities

THA
Board
Secretary

1. Ensure that this policy is included in the induction kit (if such a kit exists) for new Board members.
2. Ensure that Board Papers are created, maintained and distributed in a manner which is consistent with their confidential status. They shall be kept separately from other (non-confidential) documents and stored in a manner which limits access to them by unauthorized persons (including employees).
3. In circumstances where a request for access to Board Papers has been made, and there is reason to believe that there are laws governing the disclosure or non-disclosure of the document, the Board Secretary will obtain legal advice on the matter to assist the Board in its consideration of the request.

THA
Board
Members
Casual
attendees
(eg. RCD,
Proxies)

1. To abide by this policy.
1. To abide by this policy.

Specific THA role responsibilities

President

The president is responsible for bringing this policy to the attention of prospective Board members.

Policy

Board members must keep confidential all information pertaining to matters dealt with by the Board. This includes all Board papers.

The obligation to maintain confidentiality continues to apply even after a person has left the Board. Maintaining confidentiality, as a general rule, will also help ensure observance by Board members of the following legal duty:

A person who obtains information because they are, or have been, a member of the Board must not improperly use the information to:

- *gain an advantage for themselves or someone else; or*
- *cause detriment to the organisation.*

If a request is made for access to one or more Board Papers*, the Board may, on a case by case basis, resolve to provide access to the document/s. In considering this request, the Board will have regard to:

- the importance of maintaining confidentiality to facilitate effective board meetings,
- the importance of complying with the law – including privacy law - and recognizing that the law sometimes creates duties to disclose or protect information,
- whether the person requesting the document is a member, and the key role of members in holding the Board accountable, and
- the need to be consistent in the way that documents are treated, and the consequence of establishing any precedents or expectations.

Nothing in this policy is intended to prevent the Board from seeking confidential legal, accounting, financial or other expert advice from independent professionals to assist the Board in carrying out its functions.