

Policy 2.1	<h2 style="margin: 0;">Confidentiality</h2>
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Policy Statement:

ODEEP requires Board members, staff, volunteers and contractors to respect and maintain the confidentiality of individuals and the organisation's business generally.

Board members, staff, volunteers and contractors may from time to time have access to information that is confidential to ODEEP, other agencies that have dealings with ODEEP, or to other Board **members, staff, volunteers and contractors.**

Responsibilities and delegations

This policy applies to	This policy applies to ODEEP Board of Management, staff, contractors and volunteers.
Specific responsibilities	This policy is developed by the CEO and reviewed by ODEEP staff and Board of Management. It is communicated and implemented by the CEO and staff.
Policy approval	ODEEP CEO.

Policy context – this policy relates to:

Standards	NDIS Practice Standards and Quality Indicators 2018 NDIS Code of Conduct Education and Care National Quality Standards
Legislation	NDIS Act 2013 Children (Education and Care Services) National Law NSW 210 Education and Care Services National Regulations 2011 Privacy and Personal Information Act 1998 (NSW) The Privacy Act 1988 and Privacy Amendment (Notifiable Breaches) Act 2017
Organisation policies	1.1 Client Rights and Service Charter 1.6 Privacy 1.8 Child Protection and Reportable Incidents 1.9 Incident Management and Procedures 2.2 Access to Confidential Information 2.3 Record Management 2.4 Complaints and Feedback
Forms, record keeping, other documents	NDIS Code of Conduct ECIA Code of Conduct Guidelines for notifiable data breaches OAIC Family Enrolment and Consent forms ODEEP Services and Support document Staff Induction Manual Confidentiality Agreements Audit evidence and documentation

Definition:

Confidential information includes the following:

- Personal staff, Board of Management, contractors, volunteer or member information such as home address, telephone numbers and other non-work related information.
- Personal information provided by individuals or about individuals during performance reviews, leave applications, supervision sessions or similar discussions. Information about any internal dispute or grievance.
- Business conducted in Board meetings, other than that identified as being for public discussion.
- Any confidential and proprietary information concerning financial transactions, competitive tenders or expressions of interest or any other organisational plans or activities identified by the Board CEO or Senior Managers.

Procedures:

Personnel will:

- retain all confidential information in the strictest confidence and not disclose any confidential information to any person other than for purposes directly related to their position at ODEEP.
- not use any confidential information which they have acquired in relation to the activities of ODEEP for their own interests or the interests or purposes of others not associated with ODEEP.
- not make copies of any confidential information for any other reason other than those essential to and directly related to their position and responsibilities with ODEEP.
- upon the request, and in any event upon the cessation of their engagement or employment with ODEEP return or destroy materials containing confidential information which are in their possession.

This will not prevent an individual from:

- disclosing information to proper authorities in relation to concerns about improper conduct, breaches of laws or breaches of duty of care.
- providing access for external reviewers to non-identified information for the purposes of formal audit processes.
- making a formal complaint to appropriate authorities about an aspect of the organisation's operation.
- disclosing any information that they may be required to disclose by any court or regulatory body or under applicable law.
- disclose information for the purposes of child protection or reportable incidents.

All policies are reviewed on a continual basis as gaps and need arises or otherwise on an annual basis.

Record of policy development		
Version	Date approved	Date for review
Version 2	October 2020	October 2021
Version 3	September 2021	September 2022
Version 4	October 2022	October 2023