



BOARD CONFIDENTIALITY POLICY

Policy number	BP002	Version	Version 1
Drafted by	Jamie Taafe	Approved by Board on	27 June 2015
Responsible person	CoB	Scheduled review date	1 January 2017

INTRODUCTION

TBAV is committed to openness, transparency, and accountability. Our policies shall reflect our wish to release all information we hold as far as this is consistent with the protection of individual privacy, the effective management of our organisation, and relevant legislation.

PURPOSE

This Board Confidentiality Policy is intended to regulate the release or retention of Board material by Board members.

POLICY

Board members shall be authorised to release to any person any material that has not been ruled by the Board to be confidential. Board members must not release to any person any material that has been ruled by the Board to be confidential.

AUTHORISATION (FOR AND ON BEHALF OF THE BOARD)

Chairman of the Board

Secretary of the Board

Date of approval by the Board:

27 June 2015



BOARD CONFIDENTIALITY PROCEDURES

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Drafted by	Jamie Taafe	Approved by CEO on	27 June 2015
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RESPONSIBILITIES

It is the responsibility of the Board Chair to ensure that Board materials are appropriately classified as confidential or open to release.

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

All Board members are responsible for respecting this policy.

PROCEDURES

The Board shall review and approve the confidentiality policy of the organisation as a whole.

The Board shall decide from time to time whether any or all of its agendas, minutes, or papers, or those of its sub-committees (not otherwise required by legislation, regulation, or its rules to be made public) shall be made public. Where no express decision has been recorded, the assumption shall be that the material is not confidential.

Where release of any material would involve the unreasonable release of personal information regarding any person, the Board may

- (a) declare that material to be confidential, or,
- (b) if appropriate, remove identifying material from the material before release.

For those matters that the Board elects not to make public, Board members shall respect the confidentiality of those documents and of any deliberations in the Board on those matters.

In particular, Board members shall not

- disclose to any member of the public any confidential information acquired by virtue of their position as a Board member;
- use any confidential information acquired by virtue of their position on the Board for their personal financial or other benefit or for that of any other person;
- disclose to any member of the public any confidential information related to the interests of individuals, groups or organisations acquired by virtue of their position on the Board;
- make statements to the media in the name of the organisation except as specified in the Board's Media Relations Policy; or
- permit any unauthorised person to inspect or have access to any confidential documents or other information.

The obligation to protect such confidential matters from disclosure continues even after the individual Board member is no longer serving on the Board.

The Board shall decide from time to time whether any observers shall be permitted to attend any or all of its meetings. Where appropriate, observers may be admitted subject to their undertaking to maintain confidentiality.

Where appropriate, information identifying individuals may, with the consent of the Board, be removed by the Chair from material before its consideration by the Board, or may be removed from material before it is released.

RELATED DOCUMENTS

- Transparency and Accountability Policy
- Privacy Policy
- Code of Ethics

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