

## DOGS VICTORIA PRIVACY AND CONFIDENTIALITY POLICY

### 1. Private Information

Private information is individual or personal information that shall be respected. It is not to be discussed as general or public information.

### 2. Confidential Information

Confidential information shall be maintained as such at all times. It can occur in verbal, written, photographic, audio or computer record form.

### 3. Types of Information That Shall be Treated as Confidential

- Personal details of employees, committee members, members and clients, and people who attend the organisation's centres. I.e. names, addresses, telephone numbers, etc.
- Conditions of employment i.e. wages, etc.
- Employee disciplinary, appraisal or grievance procedures
- Committee member disciplinary or grievance procedures
- Information discussed at Committee Meetings
- Consumer information i.e. referrals, complaints, or personal information

### 4. Scope of the Policy

The Privacy and Confidentiality Policy applies to everyone connected with the organisation: -

- When talking with other staff/committee members
- When dealing with professionals from other agencies/organisations
- In social environments
- Within the geographic location of the organisation
- At home

### 5. Personal Behaviour

Whilst representing the organisation committee members must refrain from any form of contact that may cause offence or embarrassment to members of the public, the Funding Body, other committee members, or the organisation.

### 6. Political Participation

Committee members who take part in political matters need to ensure that the involvement does not conflict with their responsibility to the organisation.



## 7. Public Comment and Disclosure of Official Information

Committee members should not give information or comment on matters concerning official business or government policy unless it is required in the course of their duty with the organisation.

## 8. Fairness

The committee will deal with issues/problems/concerns in a consistent, prompt, fair, and non-discriminatory manner.

*See also, the Dogs Victoria Regulations, Codes, Policies and Procedures: Code of Practice for Management and Other Committee Members – Clause 20.4 and Confidentiality – Clause 20.4.5.1 for further clarification.*

*Freedom of Information Act 1982*

*Privacy and Data Protection Act 2014 (previously the Privacy Act 2000)*