

### POLICY STATEMENT:

The Rockingham Kwinana Chamber of Commerce (RKCC) is bound by the National Privacy Principles ("the NPP's") as set out in the Privacy Act 1988 (as amended by the Privacy Amendment (Private Sector) Act 2000). To comply with these obligations the RKCC sets out in the policy the way in which we maintain privacy and confidentiality within our organisation, these obligations will be driven from the Executive Committee level through to all levels of membership.

### OUTCOME

RKCC appreciates the importance of confidentiality with respect to our members, in the undertaking off all Executive Committee business, and when acting on or for RKCC within our community. Compliance with this policy will ensure right to privacy is met for all members and the RKCC.

### PROCEDURE

#### PERSONAL BEHAVIOUR / CONDUCT OF EXECUTIVE COMMITTEE MEMBERS

Consideration at the highest level will be in respect of work habits, behaviour and personal and professional workplace relationships, including an individual commitment to understanding Board members' role and public duties.

Members will treat the private information which they are made aware of in the course of their work with the Executive Committee relating to RKCC staff, members of the Chamber and Board colleagues with respect, courtesy, honesty and fairness, and with proper regard for their interests, rights, safety and welfare.

Executive Committee members will commit to a safe and productive work environment which provides for an environment free of harassment, bullying or discrimination against colleagues or members of the RKCC.

#### COMMUNICATION AND OFFICIAL INFORMATION (INTERNAL / EXTERNAL)

Executive Committee members will not disclose official information or documents acquired in the course of Executive Committee business, other than as required by law, in accordance with the RKCC Constitution or where proper authorisation has been provided.

There will be no inappropriate or misuse of official information for personal or commercial gain by Executive Committee members and/or their associates. This includes disclosing the contents of any email correspondence or other official papers to unauthorised persons.

Executive Committee members who wish to raise any concerns of improper communications will do so to the President in the first instance.

### RESPONSIBILITIES

This policy applies to all staff, Executive Committee and Members of the Rockingham Kwinana Chamber of Commerce.

## RKCC EXECUTIVE COMMITTEE MEMBER CONFIDENTIALITY AGREEMENT

Executive Committee Members will be in possession of and have access to a broad variety of confidential, sensitive and private information relating to other members of the Rockingham Kwinana Chamber of Commerce (RKCC), the inappropriate release of which could be injurious to individuals and/or their business.

All Executive Committee Members have an obligation to actively protect and safeguard confidential, sensitive, and private information which they are privy to in the course of their duties in a manner designed to prevent the unauthorised disclosure of such information.

Confidential information is defined as any information that is related or part of any members personal, financial or operational business records, or marketing and business plans. Confidential information is further defined as follows:

- Any records or information, whether financial, personal, or regarding the members business or plans
- Any records or information related to a pending, threatened, or potential lawsuit or any administrative, civil, criminal or other legal claim by or against the business or member.

I, understand that it is my responsibility to comply with the Confidentiality Principles during my term as an Executive member and after ceasing Executive Membership.

I understand that violation of this agreement will be grounds for immediate termination as a member of the Executive Committee.