



READING FRIENDS AUSTRALIA LTD

ABN 52 655 762 262

CONFIDENTIALITY POLICY

Scope & Purpose

The purpose of this Policy is to explain how Reading Friends Australia Ltd (RFA) expects its members, employees and volunteers to treat the information they receive about children, families, schools, RFA colleagues and RFA in the course of their duties to ensure the information remains confidential and secure.

This Policy applies to all members, employees and volunteers of RFA.

Definitions

Information is facts, knowledge, data, opinion or perception provided or learned about something or someone that can be any of factual, analytical, objective or subjective.

The mechanism used in providing, communicating or distributing information can be any of oral, written, digital, telephonic or technological.

Confidential information is that which is provided or learned in confidence, is not for general public consumption and is at risk from actual or threatened misuse.

Policy

Respecting the privacy of children, clients, donors, members, employees and volunteers and of RFA itself is a core value of RFA.

In the course of their duties, members, employees and volunteers will be provided with or be exposed to privileged information and it is expected that this information will remain confidential both during and after their service with RFA.

All members, employees and volunteers will not disclose any personal information provided or learned without permission or authorisation from a Board member.

Personal information may be disclosed where the person(s) the information is about gives permission or authorisation for the information to be provided to an appropriate person.

All members, employees and volunteers will ensure that when discussing confidential information, an unauthorised or inappropriate person(s) does not overhear the conversation.

All members, employees and volunteers will not leave confidential documents, digital media in any form or RFA telephones in the open unattended.

All members, employees or volunteers will not share confidential information among themselves unless it is reasonable to do so in the course of their duties. A member, employee or volunteer may share confidential information of a child or a member of their family to a relevant Government body – e.g. Police, Office of the Children's Guardian – where the member, employee or volunteer reasonably believes that the child or family member is at risk or in immediate danger.



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At the completion of their service, a member, employee or volunteer will return all RFA documents, digital media, telephones and any other RFA equipment or device in their possession. Any information contained in these devices or equipment remains the property of RFA.

All confidential information will be stored in a secure cabinet or secure platform which can only be accessed by authorised RFA members, employees or volunteers.

Breach of This Policy

A breach of this Policy will be considered a breach of the RFA Code of Conduct and accordingly, may result in disciplinary action being taken, including termination.

References

RFA Code of Conduct Policy

RFA Disciplinary, Disputes & Grievances Policy

RFA Constitution