



PRGSC (PRG) COMMITTEE CONFIDENTIALITY POLICY

POLICY NAME	PRGSC Committee Confidentiality Policy
DATE OF ISSUE	05/01/2023
POLICY COVERAGE	PRGSC Committee Members
TIME OF REVIEW	Biannual review date : January 2025
CONTROLLING BODY	PRG Committee

RATIONALE AND PURPOSE

Committee confidentiality is important. It encourages open and frank discussion at meetings, helps facilitate open and robust conversation and debate on governance issues, and protects information that is confidential, personal, or relates to employment, commercial or legal matters.

The purpose of this policy is to facilitate effective governance of PRGSC by ensuring Committee confidentiality.

DEFINITIONS AND CONTEXT

Committee business includes all written communications to Committee member/s including without limitation submissions, minutes, letters, memoranda, sub-committee reports and copies of other documents referred to in any of the abovementioned documents made available to the Committee member as a Committee member during his or her time in office.

Nothing in this policy is intended to prevent the Committee from seeking confidential legal, accounting, financial or other expert advice from independent professionals to assist the Committee in carrying out its functions.



POLICY GUIDELINES

Committee members must keep confidential all information pertaining to matters dealt with by the Committee. This includes committee discussions, meeting minutes, agendas, reports to the Committee, committee emails and associated documents, and information contained in those documents.

The obligation to maintain confidentiality continues to apply even after a person has left the Committee.

Maintaining confidentiality as a general rule will also help ensure observance by Committee members of the following legal duty:

A person who obtains information because they are, or have been, a member of the Committee must not improperly use the information to:

- *gain an advantage for themselves or someone else; or*
- *cause detriment to the organisation.*

If a request is made for access to Committee minutes, the Committee may on a case by case basis resolve to provide access to the document/s. In considering this request, the Committee will have regard to:

- the importance of maintaining confidentiality to facilitate effective Committee meetings;
- the importance of complying with the law – including privacy law - and recognizing that the law sometimes creates duties to disclose or protect information;
- whether the person requesting the document is a member, and the important role of members in holding the Committee accountable; and
- the need to be consistent in the way that documents are treated, and the consequence of establishing any precedents or expectations.

Any person who is not a member of the Committee but is present at a Committee meeting (or part of a meeting) must maintain in confidence all information obtained as a result of their participation in the meeting.

COMPLIANCE WITH THIS POLICY

All Committee members will be required to sign a confidentiality agreement to demonstrate their willingness to adhere to this policy.



If the committee has a reason to believe that a person subject to the policy has failed to comply with it, it will investigate the circumstances.

If it is found that this person has breached this policy, the committee may take action against them. This may include seeking to terminate their relationship with the committee or club.

If a person suspects that a committee member has breached confidentiality, they must discuss with the person in question and notify the committee.

POLICY REVIEW

This Policy should be reviewed by the PRGSC committee on a biannual basis.