

Confidential Information Policy

Policy Status

Date Issued: 21/7/2022	Next Review Date: July 2024
Date Last Revised: 29 March 2017	Approved by ENM Management Committee on: 19 July 2022
	Signed by:  (Stewart Harrex, Chairperson)

Purpose

Environment Network Manawatu (ENM) Management Committee (MC) members, ENM staff and paid and volunteer staff are at times privy to confidential discussions or information, which should be treated with due regard.

The purpose of this policy is to ensure that MC members, ENM staff and volunteers understand ENM's requirements in relation to the disclosure of confidential information. The policy is intended to protect ENM's reputation as an organisation in the environmental sector.

Scope

Confidential information may include, but is not limited to, the following:

- personal contact details and/or information.
- matters related to volunteer or paid staff supervision and other human resource related matters.
- private information disclosed within the MC and staff team, or private information from member groups and their representatives (e.g., health issues affecting engagement with ENM).
- the identity of a business or other person or group with whom a member group is attempting to build a sponsorship relationship.
- information specific to a member group application to a public funder, such as which groups are preparing an application to whom in a potentially competitive situation; or
- information and discussions related to internal problems or other non-public issues faced by ENM or any of our member groups.

Additionally, where a matter of strategy, policy, procedure or similar is under discussion and unresolved, whether in general meetings, MC meetings, or MC subcommittee meetings, minutes should reflect the substance of the discussion, rather than any one individual's view.

Our Policy and Procedure

MC members, ENM staff and volunteers shall not use, disclose, or distribute to any person or entity, otherwise than as necessary for the proper performance of their duties and responsibilities for ENM or as required by law, any confidential information acquired by them while performing their services for ENM.

For avoidance of any doubt on whether information to be disclosed is confidential or not, MC members, ENM staff and volunteers must ensure that they seek clarification about disclosure of the information before this information is disclosed.

Clarification regarding the confidentiality of information to be disclosed can be sought as follows:

- MC members and ENM Coordinator – by liaising with the Chairperson of MC and obtaining clearance to disclose the information (or otherwise)
- ENM staff and volunteers – by liaising with the ENM Coordinator.

MC members and ENM staff must ensure that confidential information is stored securely, either when on-site or when off-site, and is not accessible by other persons.

A confidentiality clause will be included in all ENM employment agreements.

Roles and Responsibilities

The ENM Coordinator is responsible for managing the policy and procedures for confidential information.

Related ENM Policy Documents

The use of confidential information should be considered when applying all ENM policies and procedures.

