



Business Mentoring Australia

Confidentiality and Privacy Policy

1. Aims of this Policy

The Confidentiality and Privacy Policy aims to clearly define what 'privacy' and 'confidential information' is in relation to Business Mentoring Australia Australia, and outline the responsibilities and requirements with respect to handling such information.

In the course of your employment with Business Mentoring Australia, employees will receive and acquire information which is confidential and the property of Business Mentoring Australia and/or our clients.

All reasonable care is to be taken, during and after your employment, to maintain the confidentiality of the information you have access to. Private and confidential information (see definition in item '4 Overview') should be kept safe and secure. If it is in paper form, it should be kept locked away. If it is in electronic form, it should be protected by password and possibly encrypted.

2. Users of this Policy

Users of this policy include all Business Mentoring Australia Employees, Board Members, Volunteers, Consultants and Temporary Staff.

3. Using this Policy

Business Mentoring Australia's Confidentiality and Privacy Policy is to be strictly adhered to when any Employee, Board Member, Volunteer, Consultant or Temporary Staff Member is handling organisational confidential information (see definition in item '4 Overview').

If an Employee, Volunteer, Consultant or Temporary Staff Member cannot decide whether a piece of information is private or confidential information, s/he should consult with their Manager who will take the final decision.



4. Overview

Confidential information means information:

- Which if you share it outside Business Mentoring Australia might put in danger a staff member or other individual e.g a person's reputation
- Which Business Mentoring Australia is contractually bound to keep confidential or is commercial in nature;
- About legal or regulatory proceedings relating to Business Mentoring Australia which is not publicly known;
- In relation to Business Mentoring Australia staff and personnel which is not publicly available.

5. Privacy

All Business Mentoring Australia Employees are bound by the Privacy Act 1988 (Commonwealth). The Privacy Amendment Act 2000 governs the collection, use and storage of personal and/or sensitive information, including written and verbal information. "Personal Information" is information or an opinion (whether true or not) that identifies or could identify a person.

Within Business Mentoring Australia, "Personal Information" may be collected from (but not limited to): job applicants, employees, board members, volunteers, consultants, temporary staff, members, mentoring clients, program participants and partners.

The National Privacy Principles set out the obligations that businesses must comply with. Business Mentoring Australia's Confidentiality and Privacy Policy and associated procedures abide by these obligations to ensure compliance with the appropriate legislation.



6. Requirements

All Employees, Board Members, Volunteers, Consultants or Temporary Staff Members have the responsibility of ensuring confidentiality and privacy.

You must not during or after your employment with Business Mentoring Australia:

- Disclose to any person confidential information relating to the business or affairs of Business Mentoring Australia, its intellectual property and its clients or associated businesses, unless specifically authorised to do so by Business Mentoring Australia;
- Other than to the extent that is necessary to enable you to perform your duties, make extracts from, copy or duplicate, make adaptations of or use any confidential information; make notes, pro-forma documents, working papers or memoranda relating to any matters within the scope of the business of Business Mentoring Australia or concerning any of its dealings or affairs;
- In the case of your employment with Business Mentoring Australia ceasing, all organisational documents and property must be returned. This includes, but is not limited to, tools of trade and copies of any organisational policies and procedures.
- Employees, Board Members, Volunteers, Consultants or Temporary Staff Members must ensure that private information is collected and stored in a safe, secure and confidential manner.
- Business Mentoring Australia will ensure access to private and confidential information is limited only to those people necessary, who require the information in order to perform their duties.
- Business Mentoring Australia will use or disclose information only for the primary purpose for which the information was collected. When information is to be used or disclosed for other than the primary purpose for which it was collected, consent will be obtained wherever practicable.
- It is the responsibility of Employees, Board Members, Volunteers, Consultants or Temporary Staff Members to ensure their personal information held by Business Mentoring Australia is accurate, by advising Business Mentoring Australia of any changes to their personal information.
- Any further queries regarding the Confidentiality and Privacy Workplace Policy should be directed to the Human Resources Team or Owner in a timely manner.
- Amendments to Business Mentoring Australia's Confidentiality and Privacy Policy requires Business Mentoring Australia Board approval.
- The Business Mentoring Australia's Confidentiality and Privacy Policy is to be reviewed as required for organisational purposes and/or annually.

8. References

- Legislation and Standards The Privacy Act 1988 (Commonwealth)
- The Privacy Amendment Act 2000
- The National Privacy Principles



9. Non Compliance

Individuals violating this policy subject themselves to disciplinary action, which may include termination of employment.

10. Standard Forms/Guidelines Related to this Policy

None

11. Policies Related to this Policy

- Employee Code of Conduct
- Internet Email Computer & Network Usage Workplace Policy
- Working From Home Workplace Policy