***WIRRAWANDI ABORIGINAL CORPORATION CONFIDENTIALITY POLICY***

*This policy may be amended from time to time. Any printed copy may not be up to date, and you are advised to check the electronic copy on the WAC website to ensure that you have the current version. Alternatively, you may contact administration on 91284788*

# OBJECTIVE

To ensure Information on the free circulation of information is being respected by those into whose hands the information is entrusted.

# PURPOSE

# The purpose of this document is to provide a framework for Wirrawandi Aboriginal Corporation (WAC) in dealing with confidentiality considerations.

## POLICY

WAC collects and administers a range of information for a variety of purposes. Some of this information is restricted in its circulation for commercial, privacy, or ethical reasons.

WAC will place the minimum of restrictions on the information it holds but will ensure that such restrictions as are considered necessary are observed by its Board, staff and volunteers.

**Relationship with management**

The Board should focus on the strategic direction and the core policies of the organisation and avoid becoming involved in day-to-day operational decisions. Where individual Board members do need to become involved in operational matters, they should separate their strategic role (where they operate independently of any direction) from their operational role (where they act at the direction of management).

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| Policy Number: | WIRR005 |
| Last Review: | February 2022 |
| Next Review: | February 2024 [Every 2 Years] |
| Responsible Officer: | General Manager |

*This policy takes effect from the date of adoption by Board of Directors and shall remain valid until it is amended or deleted.*