



CONFIDENTIALITY POLICY

Policy number	105	Version	001
Drafted by	Nicholas Reaburn and Vanessa Clark	Approved by board on	31st March 2023
Responsible person	Vanessa Clark	Scheduled review date	29 th March 2024

INTRODUCTION

Information management systems rely on any necessary restrictions on the free circulation of information being respected by those into whose hands the information is entrusted.

PURPOSE

The purpose of this document is to provide a framework for University of Tasmania Community Music Programme Trust (“UTCMP”) in dealing with confidentiality considerations.

POLICY

UTCMP 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.

Information will only be available to those participants who have authorised access to confidential materials.

UTCMP will place the minimum of restrictions on the information it holds, but will ensure that such restrictions as are considered necessary, are observed by any person, whether Trustee, office bearer, musical director, instrument player, volunteer or visitor (“Participant”).

Policies can be established or altered only by the Trustees of the University of Tasmania Community Music Programme Trust and evidenced by execution of a majority of Trustees.

Procedures may be altered by the University of Tasmania Community Music Programme Administrator.



CONFIDENTIALITY PROCEDURES

Procedure Number: 105	Version:	001
Drafted by: Nicholas Reaburn Vanessa Clark		
Date of Issue 21 st March 2023	Responsible Person:	Vanessa Clark
	Review Date:	31st March 2024

RESPONSIBILITIES

UTCMP's Administrator is responsible for the implementation of this policy.

UTCMP's Administrator is responsible for reviewing this policy as and when the need arises.

All Participants are responsible for observing confidentiality procedures in their activities.

PROCESSES

The Trustees, in consultation with the Administrator will from time to time, determine what information UTCMP holds is classified as confidential.

Restriction

UTCMP will place restrictions on the information it holds when the information:

- is commercial in confidence;
- concerns the privacy of any person, whether Trustee, office bearer, musical director, instrument player, volunteer or visitor ("Participant");
- requires protection to safeguard the intellectual property of the organisation;
- should not be disclosed for ethical reasons.

Participants dealing with restricted material will be instructed in the recognition of material falling under these headings.

Identification

Any information on which restrictions have been placed shall be as far as possible clearly identified on the document or file. Where categories of information, rather than individual documents, are restricted, this restriction will be conveyed to Participants dealing with this information.

Protection

Relevant Participants dealing with restricted information, shall be required to sign a confidentiality Deed (see Appendix A)

Training

All Participants will be instructed in the requirements of this policy.

Policies can be established or altered only by the Trustees of the University of Tasmania Community Music Programme Trust and evidenced by execution of a majority of Trustees.

Procedures may be altered by the University of Tasmania Community Music Programme Administrator.

APPENDIX A CONFIDENTIALITY DEED POLL

To: The Trustees of The University of Tasmania Community Music Programme Trust

I agree to hold confidential all information that UTCMP has placed restrictions on, and to release it to persons outside the organisation only when authorised by the organisation and subject to any conditions set by the organisation.

I undertake to:

- 1) Access information held by the organisation only when necessary to the performance of my assigned duties;
- 2) Make copies of restricted information only when necessary to the performance of my assigned duties;
- 3) Oversee the storage and handling of restricted information to minimise the risk of its diversion into unauthorised channels;
- 4) Take reasonable care to properly secure confidential information on my computer and will take steps to ensure that others cannot view or access such information;
- 5) Notify the Administrator if I have reason to believe that my access codes and passwords have been compromised.

Executed as a Deed

Signed, sealed and delivered:

Signed: _____

Printed Name, Address and Occupation:

WITNESS

Signed:

Printed Name, Address and Occupation:

Date: _____