



Confidentiality

Confidentiality Policy

Werribee Baptist Church is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

Definition of personal information (Privacy Act 1988 (Cth)):

Information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

Personal information is confidential and should not be disclosed or discussed with anyone without permission from the individual person to whom the information relates. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Staff and volunteers may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of Werribee Baptist Church that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

This policy is not intended to prevent disclosure where disclosure is required by law.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

ACKNOWLEDGEMENT OF CONFIDENTIALITY OF CLIENT INFORMATION

I agree to treat as confidential all personal information that I learn during the performance of my duties, and I understand that it would be a violation of policy to disclose such information to anyone without checking first with my supervisor.

I have read and understood the content, requirements and expectations of the Confidentiality Policy for staff and volunteers at Werribee Baptist Church. I agree to abide by the policy guidelines.