

POLICY – Confidentiality

Policy Title	CEF Confidentiality Policy
Policy Number	Governance 1.003
Version Number	1
Date Approved	3 September 2019
Review Date	September 2022
Policy Officer	Operations Manager
Responsible Person/s	Chief Executive Officer
Scope	All stakeholders <i>* Stakeholders of CEF includes but is not limited to: volunteers, staff, Board members, students, alumni, contractors, donors etc.</i>
Purpose	Our organisations confidentiality policy refers to the disclosure of important information that Country Education Foundation of Australia (CEF) holds. During the course of everyday business, employees will unavoidably receive and handle personal and private information about students, partners, volunteers and CEF as a whole. This policy is designed to set the rules that will protect CEF information from exposure. Different types of information must be protected for different reasons – some may be legally binding (e.g. sensitive data) and some constitute the backbone of CEF and give it a competitive advantage for securing funding (e.g. business processes). The disclosure of some kinds of information may expose CEF to increased risk such as specific trade secrets, while for others the result could be the loss of important partners or reputation.
POLICY STATEMENT	

Country Education Foundation of Australia (CEF) 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.

CEF will place the minimum of restrictions on the information it holds but will ensure that such restrictions as are considered necessary are observed by all stakeholders who may have access to such information.

Policies can be established and amended only by the Board. **Procedures** can be amended by the CEO