

POLICY – Confidentiality

Policy Title	Country Education Foundation Confidentiality Policy
Policy Number	Governance 1.003
Version Number	2
Originally Approved	3/9/2019
Last Approved	21/11/2022
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Policy Officer	Operations Manager
Responsible Person/s	Chief Executive Officer
Scope	CEF board, staff and volunteers.
Purpose	<p>This policy refers to the disclosure of important information held by Country Education Foundation of Australia Pty Ltd ACN 103 889 452 (CEF).</p> <p>During everyday business, employees will unavoidably receive and handle personal and private information about students, partners, volunteers and CEF as a whole.</p> <p>This policy is designed to set the rules that will protect CEF information from exposure.</p> <p>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.</p>
POLICY STATEMENT	

1. Policy

- 2.1. 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.
- 2.2. 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.