



## Confidentiality Policy

Policy number	P6	Version	V1
Previous Policy Number		Approved by Board on	19 <sup>th</sup> January 2025
Responsible person	Governance Committee	Scheduled review date	19 <sup>th</sup> January 2026

### 1. Introduction

National Rural Women's Coalition recognises that there are situations where its Directors, Contractors or Volunteers are in, or will come into, possession of confidential information.

### 2. Purpose

This Policy provides an overview as to how Directors, Contractors or Volunteers can identify confidential information, key duties that may apply in respect of confidential information, and steps that can be taken to ensure these duties are upheld and the confidentiality of information is protected and maintained.

National Rural Women's Coalition considers it to be imperative that the security of confidential information be maintained. Improper use or disclosure to third parties of confidential information may cause serious loss or damage to the National Rural Women's Coalition, and to our service users, funders, stakeholders and partners.

### 3. Scope

This Policy applies to all Directors, Contractors or Volunteers at the National Rural Women's Coalition who are subject to contractual, ethical and other duties of confidentiality through their dealings with the National Rural Women's Coalition.

This Policy should be read in conjunction with the National Rural Women's Coalition's Privacy Policy which contains obligations regarding the collection, use, disclosure and storage of personal information and other data – compliance with those obligations will also safeguard confidential information.

### 4. Confidential information

**4.1** All non-public facing National Rural Women's Coalition information, should be treated as confidential unless otherwise communicated. This includes expressed and not expressed confidentiality, and Directors should seek clarification before using information.

**4.2** During the course of conducting business, Directors, Contractors or Volunteers will regularly be exposed to information relating to the National Rural Women's Coalition



and its operations, service-users, government and other third parties which is considered confidential.

**4.3** Broadly, confidential information includes personal information obtained while working for or being engaged by the National Rural Women's Coalition (whether that be about National Rural Women's Coalition's operations, or our service-users, funders or Stakeholders), as well as information that is confidential for other reasons such as commercial sensitivity.

**4.4** Confidential information includes, but not limited to, any confidential information relating to the past, present or future business of the National Rural Women's Coalition that comes to the knowledge of the Directors, Contractors, Volunteers and Stakeholders including:

(a) financial, budgetary, marketing, research and business plan information of the National Rural Women's Coalition or any customer or service-user, funder or stakeholder of the National Rural Women's Coalition

(c) customer or service-user lists and supplier lists

(d) third party information disclosed in confidence

(e) any confidential information or data belonging to a customer or Service-user of National Rural Women's Coalition (including data that is communicated as being confidential), and

(f) any other information the disclosure or use of which may be detrimental to the interests of the National Rural Women's Coalition or of any other person who has provided it to the National Rural Women's Coalition on a confidential basis but does not include information in the public domain (unless in the public domain due to a breach of confidentiality by any person)

## **5. Duties of confidentiality**

Directors, Contractors or Volunteers must:

**5.1** not copy, or disclose confidential information, except with prior written consent or as required by law

**5.2** maintain secure custody of and take whatever measures are reasonably necessary to prevent the loss, disclosure or misuse of confidential information

**5.3** report any breach of these obligations

**5.4** comply with any conditions or consents provided to disclose confidential information

**5.5** comply with National Rural Women's Coalition Privacy Policy

**5.6** If Directors, Contractors or Volunteers are required by law to disclose confidential information, Directors, Contractors or Volunteers must notify the National Rural Women's Coalition and comply with any lawful and reasonable directions or requirements provided by the National Rural Women's Coalition with respect to that disclosure.



## **6. Return of documents**

Directors, Contractors or Volunteers must return to the National Rural Women's Coalition all confidential information at the end of their engagement with the National Rural Women's Coalition, or earlier if directed by the National Rural Women's Coalition.

## **7. Confidentiality Waivers**

Directors, Contractors or Volunteers must execute any document reasonably requested by the National Rural Women's Coalition, or as requested by a service-provider, funder or stakeholder of National Rural Women's Coalition, in relation to their obligations with respect to confidential information.

## **8. Ongoing obligations**

The obligations in this Policy continue to apply after the end of the employment or engagement of the Director, Contractor or Volunteer.

## **9. Restrictions**

The National Rural Women's Coalition may limit access to certain information to specified Directors, Contractors or Volunteers. Directors, Contractors or Volunteers dealing with restricted information will be advised as such. Directors, Contractors or Volunteers may be required to handle this information in a specified way, including keeping the information confidential and not disclosing the information to other Directors, Contractors or Volunteers.

## **10. Breach of policy**

A breach of this policy may result in the Directors, Contractors or Volunteers being disciplined, including the termination of their engagement. Action may be taken against Directors in accordance with the governing rules of the National Rural Women's Coalition.

### **AUTHORISATION**

Signature of Board Secretary:

A handwritten signature in black ink, appearing to read "Maya Hira", is written over a horizontal line.

Date of approval by the Board: 19<sup>th</sup> January 2025  
National Rural Women's Coalition Ltd

