

Confidentiality & Disclosure Policy

PURPOSE

The objective of this policy is to protect and ensure the confidentiality and privacy of:

- Our people at Growth Development and
- Our clients

This policy complies with both the Privacy Act 1993 and the Health Information Privacy Code 1994.

1. POLICY

- All required stakeholders will be familiar with the Privacy Act.
- All Change Agents and Strategists will also be familiar with the Health Information Privacy Code 1994.
- During the course of employment or contract for service, all stakeholders may receive, and handle knowledge and information considered confidential. Accordingly, stakeholders shall not, either directly or indirectly, use or disclose to any person any information which has been or may be acquired during employment or contract for service with Growth Development.
- This applies to information:
 - concerning the Employer's operations, business affairs, property and
 - all client information such as reports, notes and files and any other identifying material. Limited confidentiality will apply to any information obtained where risk and/or harm is identified to any direct or indirect individual(s) should disclosure not occur (see Health Information Privacy Code, Rule 11)
- This clause applies to all information whether or not it is recorded or memorised.
- This restriction will apply throughout the time employed or contracted with Growth Development and after the termination of employment or contract with no time limit.
- All stakeholders may at any time, seek access to their own personal file. Growth Development management and payroll will be the only members entitled to grant access to information about our stakeholders.

- Stakeholders will be aware of the importance of protection regarding the possession of any verbal, intellectual or written ideas, documents or property belonging to Growth Development, unless written permission is received.
- Any breach of client confidentiality and the confidentiality of the business affairs of the Employer is classified as “serious misconduct”. If there is no satisfactory explanation for a breach of confidentiality the Employer may terminate access and/or the contract of employment/service without notice.

2. RELATED DOCUMENTS

Legislation	Employment Relations Act 2000.
Policy	Misconduct Disciplinary Policy Serious Misconduct Policy Privacy Policy
Resources	Employment Agreement Role Description Code of Conduct