



by-law

Title:	Confidentiality Policy
Adopted at Meeting:	249
Date:	23 August 2012
Version:	2

Background

In accordance with the Associations Incorporation Act and the BYS Rules, the General Committee is responsible for the management and control of BYS. In discharging these functions, decision making by the General Committee and its sub-committees will be open and transparent in the interests of creating a high level of accountability.

However, the General Committee and its sub-committees may at times:

- discuss matters which are confidential or sensitive to individual Members or third parties;
- discuss matters which are commercial in confidence with government and other organisations;
- hold dissenting views among committee members which ought not be made public;
- consider proposals and ideas that are presented to them which could be easily misinterpreted out of context; or
- determine that certain other information, discussions and decisions should remain confidential to the committee.

In the above circumstances ("**Confidential Matters**"), the law recognises and BYS adopts the policy that committee meeting proceedings are maintained confidential and only made public by or under the authority of the Commodore, or by agreement with the committee members as a whole, and under strict rules about the appropriate medium for publication, whether it be a General Meeting, or in writing to Members or other appropriate people .

Policy

The General Committee and any sub-committee created under BYS Rule 24 will:

- determine whether any meeting matters are Confidential Matters; and
- only communicate Confidential Matters to a BYS Member or any third party by or under the authority of the Commodore, the sub-committee chair or with the consent of the General Committee.

Discussion about General Committee and sub-committee decision-making, such as voting or dissent within discussion, should not be discussed other than with committee members.

Procedure

The committee chair will determine whether any or all meeting matters are Confidential Matters during or at the beginning of any meeting.

The committee meeting minutes will record which matters have been determined to be Confidential Matters.

The Commodore, sub-committee chair or General Committee will give committee members written notification when a Confidential Matter may be disclosed to Members or third parties.

Members elected to the General Committee or appointed to any sub-committee must sign the attached confidentiality undertaking agreeing to be bound by this policy.

Signed undertakings will be held by the Secretary.

If there is a breach of confidentiality, the Commodore should be advised, and may consider taking action.



BLAIRGOWRIE

YACHT SQUADRON INC.

Reg. No. A0023156G ABN 64 825 467 219



Confidentiality undertaking

Member name: _____

Committee: _____

Date: _____

I understand that during my term as an elected member of the General Committee or an appointed member of a sub-committee, I may have access to Confidential Matters for the purpose of carrying out my duties.

I accept the importance of committee confidentiality and undertake to regard any Confidential Matters as strictly confidential. I acknowledge and agree that I am bound by the BYS Confidentiality Policy and will not disclose Confidential Matters to any third party except in accordance with the BYS Confidentiality Policy.

I understand that maintaining confidentiality is an essential part of my election or appointment and a breach of the BYS Confidentiality Policy may, if sufficiently serious, entitle the Commodore or another Member to make a complaint about my conduct to the General Committee to be dealt with under BYS Rule 29.

I further undertake to inform the Commodore immediately if I become aware of any breach of confidentiality relating to Confidential Matters I have access to in the course of my duties.

I agree to return any BYS property, including records or intellectual property and whether created by BYS or by me at the end of my term or at the request in writing of a Flag Officer or the Manager.

Signature: _____