

Confidentiality Policy

Policy number	POL-	Version	Version 1
Drafted by	Governance Committee	Approval date	2023
Responsible person	Chair	Review date	2025

1. Introduction

The Board of GRAI is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

2. Purpose

All information concerning clients, former clients, our staff, volunteers, and financial data, and business records of GRAI is confidential. No information may be released without appropriate authorization.

3. Policy

GRAI expects you to respect the privacy of clients and to maintain their personal and financial information as confidential. All records dealing with specific clients must be treated as confidential.

Staff members are responsible for maintaining the confidentiality of information relating to other staff members and volunteers, in addition to clients.

Failure to maintain confidentiality may result in termination of your employment, or other corrective action.

4. Scope

- 4.1 I have read GRAI's policy on confidentiality. I agree to abide by the requirements of the policy and inform my supervisor immediately if I believe any violation (unintentional or otherwise) of the policy has occurred.
- 4.2 I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with GRAI.
- 4.3 I understand that only under the circumstances of receiving information that suggests a client, volunteer or staff member is at risk of serious harm or that they are at risk of perpetrating harm to others I can disclose this information.

5. Responsibilities

5.1 If I receive information that identifies a client, volunteer or staff member is at risk of serious harm or at risk of perpetrating harm to others I will inform the Executive officer /Chair of GRAI board and if necessary, I will notify emergency services and those reasonably identified as at risk.

5.2 . "Confidential" means that you are free to talk about GRAI and about your program and your position, but you are not permitted to disclose clients' names or talk about them in ways that will make their identity known.