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## **Confidentiality Policy of the ACTBGA**

### **Purpose:**

This policy provides guidelines for the maintenance of sound confidentiality practice for all stakeholders at BGA level. The ACTBGA takes its confidentiality responsibility extremely seriously and this is implemented through the policy below.

### **Policy:**

Ongoing implementation of practices to protect confidentiality is required at all levels of the ACTBGA.

Information concerning organisational, statistical and strategic information; financial information; and the assessment and evaluation of all applications must be circulated only to appropriate recipients. Discussions regarding such information must only be conducted amongst appropriate parties.

Access to information must be strictly limited to those with required authority and demonstrated need.

The Capital Grants Program Guidelines state that the Minister reserves the right to make public announcements about the CGP at any time and to inform schools about the approval of projects. BGAs should not publicly announce the approval of grants or advise schools that an approval has been granted until formally advised by the Department (Sections 104-5).

It is the responsibility of all individuals within the ACTBGA to recognise and implement the level of confidentiality required for information they are handling. Should there be occasions when an individual is unsure of the appropriate method of dealing with information, it is their responsibility to seek advice from the Chair or Executive Officer of the ACTBGA and to act on that advice.