



# Institute of Quarrying Australia

 		<b>IQA Policy P7</b>	
<b>National Secretariat</b>		<b>Board Confidentiality</b>	
<b>Policy Number:</b>	P7	<b>Version:</b>	P7-03
<b>Date Adopted:</b>	21 April 2015	<b>Contact:</b>	Company Secretary

## Introduction

The Institute of Quarrying Australia (IQA) is committed to openness, transparency, and accountability. Its policies shall reflect its desire to release all information it holds, as far as this is consistent with the protection of individual privacy, the effective management of its business, and relevant legislation.

## Purpose

This Board confidentiality policy is intended to regulate the release or retention of Board material by Board members and the Board.

## Policy

Board members shall be authorised to release to any person any material other than confidential material obtained in the course of their service as a Board member where such release is in accordance with the requirements of any applicable legislation and where such release is consistent with the IQA's Media Relations Policy (Policy P14) .

## Procedures

The Board shall review and approve the confidentiality policy of the organisation as a whole.

The Board shall decide from time to time whether any or all of its agendas, minutes, or papers, or those of its sub-committees (not otherwise required by legislation, regulation, or its rules to be made public) shall be made public. Where no express decision has been recorded, the assumption shall be that the material is not confidential.

On those occasions and for those matters that the Board elects not to make public, Board members shall respect the confidentiality of those documents and of any deliberations in the Board on those matters.

In particular, Board members shall not;

- disclose to any member of the public any confidential information acquired by virtue of their position as a Board member;
- use any confidential information acquired by virtue of their position on the Board for their personal financial or other benefit or for that of any other person;
- disclose to any member of the public any confidential information related to the interests of individuals, groups or organisations acquired by virtue of their position on the Board;
- make statements to the media in the name of the organisation except as specified in the Board's Media Relations Policy (Policy P14); or
- permit any unauthorised person to inspect or have access to any confidential documents or other information.

The obligation to protect such confidential matters from disclosure continues even after the individual Board member is no longer serving on the Board.

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The Board shall decide from time to time whether any observers shall be permitted to attend any or all of its meetings. Where appropriate, observers may be admitted subject to their undertaking to maintain confidentiality.

Where appropriate, information identifying individuals may be removed by the chair from material before its consideration by the Board.

### **Responsibility**

It is responsibility of the Company Secretary to ensure that Board materials are appropriately classified as confidential or open to release.