



SOUTHSIDE BEEKEEPERS CLUB CONFIDENTIALITY POLICY

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Drafted by	Mark Dowling	Approved by	July 2021
Responsible person	Mark Collier	Committee on	
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INTRODUCTION

Information management systems rely on any necessary restrictions on the free circulation of information being respected by those into whose hands the information is entrusted.

PURPOSE

The purpose of this document is to provide a framework for Southside Beekeepers in dealing with confidentiality considerations.

POLICY

Southside Beekeepers collects and administers a range of information for a variety of purposes. Some of this information is restricted in its circulation for commercial, privacy, or ethical reasons.

Southside Beekeepers will place the minimum of restrictions on the information it holds but will ensure that such restrictions as are considered necessary and are observed by members.

AUTHORISATION

[Signature of Committee President]

[Date of approval by the Committee]

[Southside Beekeepers Club]



CONFIDENTIALITY PROCEDURES

RESPONSIBILITIES

Southside Beekeepers 's President is responsible for the implementation of this policy.

Southside Beekeeper's President is responsible for reviewing this policy as and when the need arises.

All Members are responsible for observing confidentiality procedures.

PROCESSES

The records management processes of the Southside Beekeepers shall incorporate procedures for designating information confidential.

Restriction

Southside Beekeepers will place restrictions on the information it holds when the information:

- is commercial in confidence.
- concerns the privacy of its members.
- requires protection to safeguard the intellectual property of the Southside Beekeepers.

Committee Members dealing with restricted material will be instructed in the recognition of material falling under these headings.

Identification

Any information on which restrictions have been placed shall be as far as possible clearly identified on the document or file. Where categories of information, rather than individual documents, are restricted this restriction will be conveyed to members dealing with this information.

Protection

Committee Members of the Southside Beekeepers, and members dealing with restricted information, shall be required to sign a confidentiality agreement (see [Appendix A](#))

RELATED DOCUMENTS

- [Privacy Policy](#)

AUTHORISATION

Approved by Committee Date

[Signature of President]

[Name of President]

[Date]

APPENDIX A

CONFIDENTIALITY AGREEMENT

I agree to hold confidential all information that Southside Beekeepers has placed restrictions on, and to release it to persons outside the Southside Beekeepers only when authorized by the Southside Beekeepers and subject to any conditions set by the Southside Beekeepers .

I undertake to:

- 1) Access information held by the Southside Beekeepers only when necessary to the performance of my assigned duties.
- 2) Make copies of restricted information only, when necessary, to the performance of my assigned duties;
- 3) Oversee the storage and handling of restricted information to minimize the risk of its diversion into unauthorized channels.
- 4) Take reasonable care to properly secure confidential information on my computer and will take steps to ensure that others cannot view or access such information.
- 5) Not disclose my personal password(s) to anyone without the express written permission of my department head, or record or post it in an accessible location, and will refrain from performing any tasks using another's password; and
- 6) Notify the Secretary / President if I have reason to believe that my access codes and passwords have been compromised.

Signed _____

Date _____