

Down GAA
CUMANN LÚTHCHLEAS GAEL



Confidentiality Policy

Breaches in confidentiality may arise when private board discussions or confidential board information or documents are shared with people without the Board's knowledge or consent. To avoid any misunderstandings or appearance of wrong doing on the part of board members, the procedures specified in this document should be followed to avoid breaches in board confidentiality.

Purpose

The purpose of this confidentiality policy, is to ensure that matters of a confidential nature relating to the organisation and its work, are not disclosed until such time as the Board has authorised such disclosure. Board confidentiality allows for open and honest engagement on agenda items. It supports trust between the executive and the board and models the culture of integrity and respect expected within all levels of the organisation.

This confidentiality policy applies to all members of the County Executive and its sub-committees.

Executive and sub-committee members should be mindful that the principle of confidentiality applies to all information that:

- has not been made public by, or with the organisation's authority;
- is or has been obtained during, or in the course of a executive/sub-committee members involvement with the organisation;
- and, relates specifically to the organisation's business and any individuals or companies or entities with whom the organisation has dealings.

Handling Confidential Matters

Executive members (or sub-committee members) should not release minutes, board papers or other board documents to any person, without the prior agreement of the Board.

All matters that are before a sub-committee or task force of the board, are to be treated as confidential matters, unless such matters are determined to not be of a confidential nature by the Chairperson of the sub-committee or task force.

All unapproved financial records including budgets, statements and balance sheets including any information which may disclose the salary or compensation of the organisation's employees or suppliers is confidential. Information termed as "confidential" in a contract or other written agreement made between the organisation and another party is deemed to be confidential. Personnel files are confidential.

Complaints about breaches of confidentiality by a member of County Executive will be handled by the Chairperson, in conjunction with the Secretary.