



CONFIDENTIAL INFORMATION

DATE OF ENDORSEMENT:	Decemebr 2009
DATE OF EFFECT:	Decemebr 2009
DATE LAST AMENDED:	Decemebr 2009

1. Introduction

From time to time, members of ASMOF (NSW) provide this organization with personal information for one reason or another. This most commonly occurs when the member has health or other issues which impact on his or her ability to pay the membership dues.

Prior to this policy, such information would be presented at the monthly meeting of the ASMOF (NSW) Council for consideration however concerns were raised that such information was sensitive and ought only to be presented to the four members of the ASMOF (NSW) Executive.

Following discussion of this issue at the December 2009 meeting of the ASMOF (NSW) Council, it was decided that all such information should firstly be presented to the Executive for a decision and if they are, for some reason, unable to make a decision without the input of the entire ASMOF (NSW) Council then they may decide to present to the information to the entire ASMOF (NSW) Council for a decision.

2. Policy Directive

Staff of ASMOF (NSW) who receive sensitive or personal information from a member for the purpose of an application for waiving or reduction of membership fees or any similar purpose must ensure that the information is kept confidential and only forwarded, via the Executive Director of ASMOF (NSW), to the Executive of ASMOF (NSW) for consideration and for a decision to be made and communicated to the member via the Executive Director.

If the Executive of ASMOF (NSW) cannot reach a decision without the input of the entire Council of ASMOF (NSW) then they shall so inform the Executive Director who will arrange for the information concerned to be put to the entire Council for a decision to be made and communicated to the member via the Executive Director.

If the decision is made by the Executive, the President of the ASMOF Council will communicate this to the Executive Director who will place the item in a de-identified format on the Agenda for the next Council meeting that occurs after the decision is made.