



Volunteer Marine Rescue Brisbane Inc

Providing a Safer Marine Environment for Our Community

95 Allpass Parade, Shorncliffe Qld 4017

PO Box 201, Sandgate Qld 4017

t: 07 3269 8888 f: 07 3269 2245

e: management@vmrsandgate.net.au w: vmrbrisbane.com.au

Form: POL006	Date: 30/8/2016	Rev: Orig	Review: 30/8/2017	Authorised: Secretary
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Confidentiality and Privacy Policy

1.0 Introduction

VMR Brisbane wishes to protect its confidential information and wants to ensure that all people who are members or volunteering for VMR Brisbane as a non-member, does not intentionally or otherwise harm VMR Brisbane or its other volunteers or members in any form.

2.0 References

Nil

3.0 Detailed Information

3.1 Definitions

Below is a list of definitions used in this Policy.

Confidential Information: shall mean, but is not limited to personal information on volunteers, information learned from meetings, plans, processes, reports, financials, business or strategic plans, compensation, client lists and information (including but not limited to clients of VMR Brisbane who you became acquainted with during the term of volunteering) and any information relating or belonging to VMR Brisbane and any other third-party individuals VMR Brisbane transacts with.

Organisation Records: shall mean any document or record concerning the business and affairs of VMR Brisbane.

Volunteer: shall mean any members or non-members who volunteer for VMR Brisbane in any role.

Representative: shall mean any person, such person's affiliates and its and their management committee, members, officers, volunteers, consultants, independent contractors, agents, advisors (including without limitation, financial advisors, counsel and accountants) and controlling persons.

3.2 Confidentiality

Any direct or indirect disclosure of Confidential Information to anyone outside of VMR Brisbane could threaten the operations of VMR Brisbane, cause the public to lose trust in the VMR Brisbane and could do damage, monetary or otherwise, to VMR Brisbane. Members and non-members volunteering with VMR Brisbane has or will expose volunteer to Confidential Information. This Confidential Information constitutes a protectable interest of VMR Brisbane.

Confidential Information shall not include information that is:

- Readily available to the public in the same or an equally useable form as that maintained by VMR Brisbane.
- Has been lawfully received from an independent third party without any restriction and without any obligation of confidentiality.
- Has been independently developed without access to or knowledge or use of the Confidential Information.

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3.3 Maintaining Confidentiality

Volunteer shall not divulge, disclose, provide or disseminate in any manner to any person or entity at any time, the Confidential Information which may affect the operations of VMR Brisbane without VMR Brisbane's express consent in writing. All volunteers agree to maintain security measures to safeguard the Confidential Information.

Pursuant to such maintenance, Volunteer shall:

- Attempt in every reasonable way to prevent intentional or unintentional unauthorised use or disclosure of Confidential Information and VMR Brisbane Records.
- Promptly notify VMR Brisbane of an unauthorised use, copying or disclosure of Confidential Information or VMR Brisbane records.
- Assist VMR Brisbane in every reasonable way to retrieve wrongfully disclosed Confidential Information, or VMR Brisbane records, and/or terminate unauthorised use or disclosure.

Volunteer shall adhere to the following measures to comply with their confidentiality obligations:

- Take reasonable steps to maintain the secrecy of Confidential Information, including but not limited to, maintaining the physical security of Confidential Information by using locked drawers, computer passwords and marking documents as "Confidential."
- Refrain from discussing VMR Brisbane's Mission with anyone other than personnel or Representatives within VMR Brisbane.
- Refrain from discussing the business of VMR Brisbane in public places or common areas.
- Take reasonable efforts to avoid inadvertent disclosure caused by things including, but not limited to, open doors, speaker phones, etc.
- When destroying VMR Brisbane records or documents containing Confidential Information, take the appropriate steps to ensure that such destruction is done properly.

3.4 Use of Confidential Information

Volunteer may use Confidential Information and VMR Brisbane records to the extent necessary to perform their authorised duties. Volunteer shall not use Confidential Information or any VMR Brisbane record for any purpose not permitted herein without the prior written authorisation of a VMR Brisbane contact or member of management. Volunteer agrees not to use Confidential Information in any way which would be harmful to VMR Brisbane.

Disclosure of Confidential Information

Volunteer shall not, directly or indirectly, in any capacity make known, disclose, furnish, make available or utilise any of the Confidential Information of VMR Brisbane other than in the proper performance of the duties or as required by a court of competent jurisdiction or other administrative or legislative body. In the event volunteer is requested or required by applicable law or regulation or by legal process to disclose any Confidential Information, the volunteer shall provide VMR Brisbane with prompt written notice of such request or requirement so that VMR Brisbane may:

- Seek an appropriate protective order or other remedy.
- Consult with the volunteer in taking steps to resist or narrow the scope of such request or legal process.
- Waive compliance, in whole or in part.



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VMR Brisbane may consent to information being disclosed, or relieve volunteer from having to comply with this Policy, in whole or in part, provided prior written consent is obtained.

3.5 Termination of Confidentiality, Return of Confidential Information

Employee shall be released from obligations in this Policy, in whole or in part, if:

- VMR Brisbane provides a written demand that any Confidential Information be returned.
- The 'employment' of volunteer expires, is voluntarily or involuntarily terminated or suspended, or volunteer breaches any terms in this Policy.

Upon such release, volunteer shall return all Confidential Information within seven (7) business days, from the day volunteer is released, along with all copies including, but not limited to, anything disclosed by VMR Brisbane or made by the volunteer. Anything that cannot be returned shall be completely destroyed, including deletion from all computers of all copies, reproductions, summaries, analyses or extracts thereof or based thereon (whether in hard-copy form or on intangible media, such as electronic mail or computer files) in the volunteer's possession.

If a legal proceeding has been instituted to seek disclosure of Confidential Information such material shall not be destroyed until the proceeding is settled or a final judgment has been rendered. VMR Brisbane reserves the right to inspect any and all devices used to conduct business or store VMR Brisbane's information.

4.0 Summary

When conducting work on behalf of VMR Brisbane volunteer must abide by any Policies, Procedures, Rules of Association and By-Laws which VMR Brisbane has in place to protect the organisation.

This Policy shall be governed by in accordance with the laws of the State of Queensland without giving effect to its principles or rules regarding conflicts of laws.

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