

# Confidentiality Policy: Board, Council and Committees

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## Purpose and Scope

The College is committed to openness, transparency and accountability. Its policies shall reflect its wish to release all information it holds as far as this is consistent with the protection of individual privacy, the effective management of its day-to-day operations, relevant policies and procedures and relevant legislation. This confidentiality policy is intended to regulate the release or retention of Board/Council/Committee information by its members.

Members appointed to the College Board, Council and Committees must comply with the RANZCOG Code of Conduct and conduct themselves in a manner that reflects the standard of professional and ethical behaviour expected by the College.

## 1. Policy

The RANZCOG Board, members of Council or Committee members are authorised to release to any person any material, other than confidential material, obtained in the course of their service as a Board/Council/Committee member where such release is in accordance with the requirements of any applicable legislation, College regulation or policy and procedure and where such release is consistent with the College's modus operandi.

## 2. Procedure

### 2.1 Meetings

#### 2.1.1 Agenda and supporting documentation

The agenda and supporting documentation for any College meeting is to be circulated only to those nominated recipients as detailed in individual terms of reference for each Committee. Meeting documentation, including agendas and supporting documents, is available via the BoardEffect meeting management software. Visitors and/or observers as invited by the President, RANZCOG Board or Chair may be given access to documentation if deemed appropriate by the President, RANZCOG Board or Chair of the Committee. If confidential items are included in the documentation, these items should be omitted from documentation circulated to visitors and/or observers.

If agendas and supporting documentation are distributed via other electronic means, either by e-mail or made available on a USB Flash Drive, these items should not be distributed or copied to other parties by the original recipient.

#### 2.1.2 Discussions during meetings

All discussions during meetings are to be kept confidential and are not to be relayed to third parties under any circumstances. The results of discussions may be relayed if deemed appropriate within established policies and procedures, regulations and legislation.

### 2.1.3 Disposal of meeting agenda papers and supporting documentation

If at any time, hardcopies of agendas and/or supporting documentation are provided, then these should be left behind in the meeting room or given to the Committee Coordinator for appropriate disposal. Documentation may be taken from the meeting if required, however appropriate (secure) disposal of material should be undertaken by the committee member.

If agenda papers and supporting documentation are supplied in an electronic format either by e-mail or USB Flash Drive, the following should be undertaken.

- E-mail copies of agenda papers and supporting documents should be deleted as necessary and should not be distributed to other parties unless permission has been granted by the Chair and/or Committee Coordinator; and
- If agendas and supporting documentation have been supplied on a USB Flash Drive, the USB Flash Drive is to be returned to the Committee Coordinator at the conclusion of the meeting.

## 2.2 Minutes of meetings

All minutes of meetings are confidential and are not to be circulated to third parties unless with the permission of the Chief Executive Officer.

## 2.3 General

Members of the Board, Council and Committees shall not:

- Disclose to any member of the College or public any confidential information acquired by virtue of their position as a member of the Board, Council or a Committee.
- Use any confidential information acquired by virtue of their position on the Board, Council or a Committee their personal financial or other benefit or for that of any other person.
- Disclose to any member of the College or public any confidential information related to the interests of individuals, groups or organisations acquired by virtue of their position as a member of the Board, Council or a Committee.
- Make statements to the media in the name of the College unless specifically asked to by the President, RANZCOG Board or Communications Coordinator.
- Permit any unauthorised person to inspect or have access to any confidential material or other information.

## Related RANZCOG Documents

- Individual Committee Terms of Reference
- *RANZCOG Constitution*
- *RANZCOG Code of Conduct*
- *College Staff Confidentiality Policy and Procedure*
- *Media Policy*
- *Conduct of Meetings Policy RANZCOG Committees and bodies*

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	November 2015	RANZCOG Board
v2	October 2020	Code of Conduct update
v3	November 2021	Minor revisions to align with the Board approved Conduct of meetings policy

Policy Version:	Version 3
Policy Owner:	RANZCOG Governance and Legal
Policy Approved by:	RANZCOG CEO
Review of Policy:	No later than November 2023