



# Healesville Community Renewable Energy Inc

## Communications01 - Confidentiality

Policy Id	Communications01	Version	03
Policy Type	Communications	Subject	Confidentiality
Approved	May 2025	Scheduled review	May 2028

### 1 Introduction

Healesville CoRE 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 business, and relevant legislation.

### 2 Purpose

This purpose of this policy is to regulate the release or retention of Healesville CoRE material by Healesville CoRE members.

### 3 Policy

Healesville CoRE members shall be authorised to release to any person any material other than confidential material (which is material classified confidential as described in this policy) obtained in the course of their service as a Healesville CoRE member.

The Central Committee shall decide at any time whether any or all of its agendas, minutes, or papers shall be made public. Where no express decision has been recorded the assumption shall be that the material is not confidential. On those occasions and for those matters that the Central Committee elects not to make public, Healesville CoRE members shall respect the confidentiality of those documents and of any deliberations by any Healesville CoRE member on those matters.

In particular, Healesville CoRE members shall not:

- disclose to any member of the public any confidential information acquired by virtue of their position as a Healesville CoRE member;
- use any confidential information acquired by virtue of their position as a Healesville CoRE member for their personal financial or other benefit or for that of any other person;
- disclose to any member of the public any confidential information related to the interests of individuals, groups or organisations acquired by virtue of their position as a Healesville CoRE member;
- make statements to the media in the name of the organisation except as specified in Healesville CoRE's Media Relations policy (Communications06);
- permit any unauthorised person to inspect or have access to any confidential documents or other information.

The obligation to protect such confidential matters from disclosure continues even after the individual Healesville CoRE member is no longer a member of Healesville CoRE.

This confidentiality obligation applies to every attendee of a Central Committee meeting.

Where appropriate, information identifying individuals may be removed by the chair from material before its consideration by the Central Committee.

### 4 Related Documents

Communications06 – Media Relations