



Victoria University of Wellington Students' Association

Confidentiality Policy

1. Policy:

All transactions, records and information pertaining to any and all personal or commercial business of VUWSA shall be held in strict confidence both during and after the period of engagement with VUWSA, subject to the VUWSA Constitution and to laws governing release or disclosure of such information.

All student/colleague information shall be held in strict confidence, subject to the laws governing release or disclosure of such information.

2. Purpose:

To ensure that all Executive members, employees, contractors and volunteers clearly understand and comply with their obligations regarding confidentiality.

3. Organisational Scope:

This policy applies to the following:

- All Executive members of VUWSA
- All employees of VUWSA
- All contractors of VUWSA
- All volunteers of or affiliated to VUWSA.

4. References:

Privacy Act 1993

VUWSA employment/collective agreements

VUWSA Constitution

5. Approval Dates:

Approved on:	3 September 2009
This version takes effect from:	7 September 2009
Drafted by: Freemantle	Mark Maguire and Jasmine
This policy will be reviewed by:	30 August 2011