



Confidentiality Policy & Procedure

Healing Hands Wildlife Care
(Great Southern WA) Inc

EMAIL:

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Confidentiality is of utmost importance to the organisation and is a vital part of our values. As a member of the organisation, it is your responsibility to maintain confidentiality in all aspects of what we do.

Our aim is to become known as the most supportive, professional wildlife organisation in W.A.

By simply adhering to this policy and procedure we can achieve this.

Questions to ask when discussing these areas

- Financials. Wildlife. Partnerships. Training. Technology systems. Grants
- Does anyone outside of the organisation need to know this?.
- If I discuss these things with people outside of Healing Hands Wildlife Care are they likely to misinterpret or misrepresent what I have said.?
- Am I making positive helpful remarks to people within and outside of the organisation.? When attending training or networking or developing partnerships inside or outside of the organisations is it appropriate that I ever discuss other members negatively.
- Are there any of my comments or questions that I might ask likely to cause conflict or hurt within our, or outside of organisation.
- Law requirements. occupational health and safety. tasks you are completing. fundraising
- If I am discussing any of these issues, is it appropriate that I use real examples that I have experienced or been told about within Healing Hands Wildlife Care.?
- Should my behaviour be exemplary when I am representing Healing Hands Wildlife Care?

Are any of my comments or behaviour likely to cause embarrassment, Hurt or conflict within our organisation.?

Other members, Committee Members and Consultants.

As a committee member, consultant, am I showing an excellent example in relation to confidentiality when talking to other members and people from the outside of the group?

Does anyone outside of the committee need to know this?.

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Policy statement;
Confidentiality is an important part of our values.