



SUTHERLAND DISTRICT BASKETBALL ASSOCIATION (SDBA) BOARD CONFIDENTIALITY POLICY

Last updated August 2025

Procedure number	002	Version	1.0
Drafted by	Lyndal Punch	Approved by Board on	12 August 2025
Responsible person	President	Scheduled review date	August 2026

1. INTRODUCTION

- 1.1 Board confidentiality is important. It encourages open and frank discussion at meetings, helps facilitate the development of vision and the implementation of an effective strategy to achieve that vision, and protects information that is confidential, personal, or relates to employment, commercial or legal matters.

2. PURPOSE

- 2.1 The purpose of this policy is to facilitate effective governance of Sutherland District Basketball Association (SDBA) by ensuring Board confidentiality.

3. POLICY

- 3.1 Board members must keep confidential all information pertaining to matters dealt with by the Board. This includes board discussion, meeting minutes, agendas, reports to the Board and associated documents, and information contained in those documents.
- 3.2 The obligation to maintain confidentiality continues to apply even after a person has left the Board.
- 3.3 Maintaining confidentiality as a rule will also help ensure observance by Board members of the following duty:
- A person who obtains information because they are, or have been, a member of the Board must not improperly use the information to:*
- *gain an advantage for themselves or someone else; or*
 - *cause detriment to the association.*
- 3.4 If a request is made for access to one or more Board Papers, the Board or Board delegate may on a case by case basis resolve to provide access to the document or provide an extract from the Minutes. In considering this request, the Board members or delegate will have regard to the following:
- the importance of maintaining confidentiality to facilitate effective board meetings;
 - the importance of complying with the relevant Australian privacy law;

- whether the person requesting the document is a member of the association; and
 - the need to be consistent in the way that documents are treated, and the consequence of establishing any precedents or expectations.
- 3.5 The Board may collectively determine what information is appropriate to share with members on specific topics, including matters related to external communications. These decisions should take place during Board meetings or through official Board communication channels. Once agreed, any shared messaging would not be considered a breach of policy.
- 3.6 If a Director is ever uncertain about how to respond to a member inquiry regarding matters discussed in a Board meeting, the following default response is recommended:
- “Please understand that certain Board-related matters are confidential and, in line with our governance policies, are not discussed or shared outside of the Board. This is to ensure we uphold the integrity of our processes and protect the privacy of individuals and the association.”*
- An alternative example may be:
- The Board is currently working with management on the representative trial selection process, and further communication will be provided in due course.*
- 3.7 Nothing in this policy is intended to prevent the Board from seeking confidential legal, accounting, financial or other expert advice from independent professionals to assist the Board in carrying out its functions.
- 3.8 Any person [such as the General Manager or Secretary] who is not a member of the Board but is present at a Board meeting (or part of a meeting) must maintain in confidence all information obtained as a result of their participation in the meeting.
- 3.9 Board Papers means all written communications to Board member/s including without limitation monthly/quarterly board papers, submissions, minutes, letters, memoranda, board committee and sub-committee papers and copies of other documents referred to in any of the abovementioned documents made available to the Board member as a Board member during his or her time in office.
- 4.0 All Directors are expected to comply fully with the Board’s Confidentiality Policy. Any actual or suspected breach of confidentiality will be taken seriously and may result in appropriate action by the Board.
- 4.1 Where a Director is found to have breached the Confidentiality Policy, the matter may be referred to the President or an appointed Board Director for review. The Board may take steps which could include, but are not limited to:
- Providing a formal warning or guidance to the Director;
 - Requesting the Director to undertake governance training;
 - Temporary exclusion from access to sensitive Board materials or discussions;
 - or
 - A recommendation for resignation or termination if the breach is deemed serious or repeated.

Any action taken will aim to protect the integrity of the Board, uphold the association's governance standards, and ensure accountability among all Directors.

- 4.2 All Board Directors are required to disclose any actual, potential, or perceived conflicts of interest to the President on an annual basis. In addition, if a conflict arises or becomes apparent during a Board meeting, Directors must declare it immediately and abstain from participating in any related discussions or decision-making processes.

SUTHERLAND DISTRICT BASKETBALL ASSOCIATION (SDBA) BOARD

CONFIDENTIALITY PROCEDURES

Procedure number	2.1	Version	01
Drafted by	Lyndal Punch	Approved by Board on	12 August 2025
Responsible person	President	Scheduled review date	August 2026

1. RESPONSIBILITIES

- 1.1 The President is responsible for bringing this policy to the attention of prospective Board members.
- 1.2 The President and/or General Manager must ensure that it is included in the induction for new Board members.
- 1.3 Requests for access to Board Papers should be made to the President, who will arrange for the request to be considered at as an item on the Board agenda.
- 1.4 Any perceived or identified breach of the Confidentiality Policy should be raised with the President or a nominated Board Director for review.
- 1.5 All Board Directors are required to disclose any actual, potential, or perceived conflicts of interest to the President on an annual basis. The President must disclose any personal conflicts of interest to the Treasurer.
- 1.6 If a conflict arises or becomes apparent during a Board meeting, the Director concerned must declare it immediately and abstain from participating in any related discussions or decision-making processes.

2. PROCESSES

- 2.1 The General Manager shall ensure that Board Papers are created, maintained and distributed in a manner which is consistent with their confidential status. They shall be kept separately from other (non-confidential) documents and stored in a manner which limits access to them by unauthorised persons (including employees).
- 2.2 In circumstances where a request for access to Board Papers has been made, and there is reason to believe that there are laws governing the disclosure or non-disclosure of the document, the General Manager may obtain legal advice on the matter to assist the Board in its consideration of the request.
- 2.3 If a breach of the Board Confidentiality Policy has been identified, the Board may take steps which could include, but are not limited to:
 - Providing a formal warning or guidance to the Director;
 - Requesting the Director to undertake governance training;
 - Temporary exclusion from access to sensitive Board materials or discussions;
 - or
 - A recommendation for resignation or termination if the breach is deemed serious or repeated.