



Confidentiality and Privacy Responsibilities

RSA executive, board members and all financial members have a responsibility to avoid unnecessary access and disclosure of confidential information by ensuring:

- Sensitive documents are stored out of sight in locked storage. This includes information stored on paper, CD's, DVD's, USB's and computers.
- Discussions of personal information about members do not occur
- Names and other personal details are only revealed with permission in conferences, workshops or seminars.
- Information regarding any member is not accessed other than in the direct course of RSA membership and activities.
- Any information held by the RSA concerning members, including member lists, is treated in the strictest confidence.
- Member lists are not for distribution.
- RSA documents, intellectual property and information are private and confidential and will not be shared with any third party without executive permission.
- The content of this document is to be incorporated into:
 - New member communication
 - Communiqué
 - Journal
 - Website
 - Web-blasts or e-news
 - Tabled at branch meetings for discussion and noting
 - New executive information and handovers
 - Secretaries/treasurers workshops and handovers