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AACMA

AACMA Board Confidentiality Procedures

1. Responsibilities

- 1.1. The Board chair is responsible for bringing the AACMA Board Confidentiality Policy (**Policy**) to the attention of prospective Board Members.
- 1.2. The Board secretary must ensure that the Policy is included in the induction information provided to new Board Members.
- 1.3. Requests for access to Board Papers (as defined in clause **Error! Reference source not found.** of the Policy) should be made to the Board secretary who is to include consideration of the request as an item on the Board agenda.

2. Processes

- 2.1. The Board secretary must ensure that Board Papers are created, maintained and distributed in a manner which is consistent with their confidential status. Board Papers are to be kept separately from other (non-confidential) documents and stored in a manner which limits access to them by unauthorised persons (including AACMA 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 Board will obtain legal advice on the matter to assist the Board in its consideration of the request.

3. Review

- 1.1. This Procedure will be reviewed from time to time or as legislation is amended, in light of current good practice and applicable regulatory advice.

4. Authorisation of Procedure

Waveny Holland
AACMA President
10th January 2024

Paul Stadhams
AACMA Company Secretary
10th January 2024