



CONFIDENTIALITY AND MANAGING CONFLICTS - INDIVIDUAL ISSUES

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The PSA/CPSU NSW will maintain confidentiality when dealing with individual issues.

Staff and delegates are not to discuss or disclose individual matters with others without the express authority of the member.

We will not advocate or raise your matter without prior approval from you. In some instances, this may be a written authority from a member.


At times a disciplinary, conduct, performance or grievance issue may involve more than one member at the same worksite around the same issue. When this circumstance arises the Industrial Manager with that area of responsibility will ensure that different Industrial staff are allocated to each individual, so as to maintain confidentiality and to manage any potential or perceived conflict of interest.

Industrial staff should maintain discretion and not discuss any cases that involve such a conflict amongst themselves.

If a member of staff is notified of an issue that involves more than one member at the worksite, they are to report the matter to their Industrial Manager, so that the allocation of Industrial staff can be made keeping in line with these principles.

During the course of assisting a member/s, Industrial staff from time to time will have a need to discuss an individual matter with:

- A supervisor, senior officer or manager
- A member of the PSA /CPSU NSW Executive
- A Legal representative for the purposes of seeking a legal opinion
- Representatives of their employer **only with** the consent of the individual member who has brought the matter to the PSA/CPSU NSW.
- External agencies (e.g. WorkCover, Insurer's) **only with** the consent of the individual member who has brought the matter to the PSA/CPSU NSW.
- External agencies (e.g. WorkCover, Insurers, Parliament) **only with** the consent of the individual member who has been identified by PSA/CPSU NSW in a matter that could serve in the best interests of all members or in a particular group of members.
- Any other person **only with** the consent of the individual member who has brought the matter to PSA/CPSU NSW
- For the purposes of training or media, provided that no person or incident can be identified in any way
- For the purposes of training or media, **only with** the consent of the member/s when personal information can be identified
- If we believe on reasonable grounds that disclosure is necessary to prevent or lessen a serious imminent threat to life or health of the individual concerned or another person
- Or when the disclosure is required or authorised by or under the law

	DATE & SIGNATURE
ENDORSED BY GENERAL SECRETARY:	
CENTRAL COUNCIL ENDORSEMENT/ RESOLUTION NUMBER (if applicable)	