



# Confidentiality Policy, Procedure & Agreement

Date: June 2023  
Version: 1.2

# AUSTRALIAN KINESIOLOGY ASSOCIATION INC.

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## REVISION TABLE

Version		Version Date	Document Writers	AKAMC Ratification Date	
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Revision No	Revision Date	Revision Version	Revision Description	Revised By:	AKAMC Ratification Date
1	22/06/2022	1.0	Amend Confidentiality Agreement where signatures are required to include “THE AUSTRALIAN KINESIOLOGY ASSOCIATION INC.” after the word “AND” and include the word “Representative” before “Name” for AKA Office signing.	Gail Medland	21/07/2022
1	21/07/2022	1.0	Add reference to “Terms of Reference” throughout the document.	Gail Medland	21/07/2022

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2	21/05/2023	1.1	Move “Definitions” to the end of the document, before Appendices. Update Definitions.	Gail Medland	22/06/2023
2	21/05/2023	1.1	Add “National Privacy Principles” to Related Documents (p. 8)	Gail Medland	22/06/2023
2	21/05/2023	1.1	Under Confidentiality Procedures: Responsibilities and Obligations, 3 <sup>rd</sup> Paragraph, add “Terms of Reference before “Contract” (p. 9)	Gail Medland	22/06/2023
2	21/05/2023	1.1	Service Engagement: Amend dot point 4 from needing to sign the CA “...annually (if the engagement of service is longer than 12-months).” to “upon any updates of the Confidentiality Policy, Procedure & Agreement, and/or upon request” (p. 13) Update Appendix A, point 7 with the same information as above relating to signing CA on updates or as requested.	Gail Medland	22/06/2023
2	08/06/2023	1.1	Add “Professional Code of Ethics, Standards and National Code of Conduct” to Related Documents	Gail Medland	22/06/2023
2	08/06/2023	1.1	Protection: Remove “for ease of reading and signing” from the end of the first paragraph	Gail Medland	22/06/2023
2	08/06/2023	1.1	Storage and Security of Information: Paragraph 5, change “...scanned and stored on a device...” to “...scanned and stored on an analog device or digitally...”	Gail Medland	22/06/2023

Revision No	Revision Date	Revision Version	Revision Description	Revised By:	AKAMC Ratification Date
2	08/06/2023	1.1	Responsibilities and Obligations: Add information relating to accessing the policy and agreement for both members and non-members	Gail Medland	22/06/2023

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# CONFIDENTIALITY POLICY

## INTRODUCTION

This Confidentiality Policy outlines any necessary restrictions on the free circulation of information being respected by those entrusted with this information.

## PURPOSE

The purpose of this document is to provide a framework for the Australian Kinesiology Association Inc., in dealing with confidentiality considerations. This includes but is not limited to the maintenance of confidentiality of information known, implied or otherwise during the course of business of the Australian Kinesiology Association Inc. This document seeks to provide clarification and expectation of confidentiality for persons involved in, or in association with the Australian Kinesiology Association Inc.

## POLICY

The Australian Kinesiology Association Inc., collects and administers a range of information for a variety of purposes. Some of this information is restricted and may also be considered sensitive, in its circulation for privacy or ethical reasons. A minimum of restrictions of information held by the Australian Kinesiology Association Inc., will ensure that such necessary restrictions will be maintained. The Australian Kinesiology Association Inc. will advise accordingly, and those outlined confidential restrictions are to be observed by staff, volunteers, and any other entity contracted for the purposes of doing business for and on behalf of the Australian Kinesiology Association Inc.

## CONFIDENTIAL INFORMATION

All written and oral information and materials disclosed or provided by the Australian Kinesiology Association Inc. constitute confidential information regardless of when or how the information was provided.

## RELATED DOCUMENTS

- Rules of the Australian Kinesiology Association Inc.
- Bylaws of the Australian Kinesiology Association Inc.
- AKA Email Retention and Archiving Policy.
- AKA Complaints Handling Policy & Procedure.
- Professional Code of Ethics, Standards and National Code of Conduct.
- National Privacy Principles.

# CONFIDENTIALITY PROCEDURES

## RESPONSIBILITIES AND OBLIGATIONS

The Australian Kinesiology Association Management Committee is responsible for reviewing this policy as and when the need arises.

Confidential information must be kept confidential.

Confidential information provided by the AKA remains the exclusive property of the Australian Kinesiology Association Inc. and must only be used, shared and stored for the permitted/agreed purpose, as outlined within the Memorandum of Understanding, Terms of Reference, Contract, or similar.

The Confidentiality Policy, Procedure & Agreement is accessible from the AKA website for members. A log in is required to access the documentation.

Non-Members may be provided with a link to the Confidentiality Policy, Procedure & Agreement, or a hard copy may be sent via email.

### Australian Kinesiology Association Members and Staff

All staff and Members (paid or unpaid), engaged in service for or on behalf of the Australian Kinesiology Association Inc., are responsible for observing Confidentiality procedures in the implementation of carrying out business for or on behalf of the Australian Kinesiology Association Inc. as outlined within the Memorandum of Understanding, Terms of Reference, Contract, or similar.

Except for entities engaged within the specified project, i.e., sub-Committee Members, or event personnel, etc., confidential information obtained must not be shared with anyone including other Members of the Australian Kinesiology Association unless permitted by the Management Committee.

- a) In instances where a sub-Committee is working on a specific project that will deliver information to the Membership in any capacity, a written report outlining the information to be shared, is to be submitted to the Management Committee for approval, prior to the sharing of that information, as outlined within the Memorandum of Understanding, Terms of Reference, Contract, or similar. (See Appendix B)
- b) Should there be any doubt as to whether information is confidential or not, advice should be sought before the sharing of that information by contacting the Association liaison representative, or the Australian Kinesiology Association office via email: [enquiries@aka.asn.au](mailto:enquiries@aka.asn.au)

Confidential information may be discussed with the Management Committee executive officers: President, Secretary and Treasurer, or other appointed liaison from the Management Committee/Association.

### Contractors

Entities contracted or engaged in service for and on behalf of the Australian Kinesiology Association Inc., are responsible for observing the confidentiality procedures in the implementation of carrying out business for or on behalf of the Australian Kinesiology Association Inc.

In instances where contractors/entities who are not Members of the Australian Kinesiology Association Inc. have been engaged, the AKA Confidentiality Policy, Procedure & Agreement will extend to any employees, subcontractors or any other personnel or third party working for or on behalf of the contractor/entity for the purposes of engagement with the Australian Kinesiology Association Inc. Any query pertaining to confidentiality can be raised with your Australian Kinesiology Association liaison representative.

### **Conflict of Interest**

The Australian Kinesiology Association Inc. will attempt to address possible areas of conflicted interests and the time of project inception. This will allow for all parties to acknowledge and discuss potential conflicts in an open and transparent manner and attempt to resolve or action them as necessary.

Any other Conflicts of Interest must be declared in writing and sent to all parties, as soon as it becomes known.

The declared conflict of interest will be discussed by the Management Committee, and its decisions/outcomes will be shared with all parties within 28 days of notification.

## **PROCESSES**

The Australian Kinesiology Association Inc. will incorporate procedures for designating information confidential.

### **Restriction**

The Australian Kinesiology Association Inc., will place restrictions on the information it holds when the information:

- is commercial in confidence;
- concerns the privacy of its staff, volunteers, Members, contractors and any other entities engaged for and on behalf of the Australian Kinesiology Association Inc.;
- requires protection to safeguard the intellectual property of the Association.

Staff dealing with restricted and/or sensitive material will be instructed in the recognition of material falling under these headings, which may be as a result of periodic review, debrief or assessment of previous or current work undertaken.

If at any time any person/entity engaged in tasks or processes, for or on behalf of the Australian Kinesiology Association Inc., is unsure of whether information is of a confidential nature, clarification is to be sought by contacting their Australian Kinesiology Association liaison representative, or the Association Office at [enquiries@aka.asn.au](mailto:enquiries@aka.asn.au) before releasing any information.

### **Identification**

Information of a personal nature is to be removed from documentation where necessary, to uphold privacy laws and confidentiality.

Identification of restricted and/or sensitive material/s will be outlined via a Memorandum of Understanding, Terms of Reference, Contract, or similar prior to any party/entity beginning work for or on behalf of the Australian Kinesiology Association Inc. This may be done in the form of an inception meeting with a representative/s from the Management Committee or your appointed liaison representative, unless specified otherwise.



## Protection

All persons and/or entities employed or contracted in any capacity e.g. staff, volunteer, contractor, etc., are required to uphold this Confidentiality Policy & Procedure, and sign the Australian Kinesiology Association Inc., Confidentiality Agreement (See Appendix A), before commencement of any work for or on behalf of the Australian Kinesiology Association Inc. This may be done at an inception meeting or the documents sent separately to you via email or other electronic means.

## Intellectual Property

Throughout the process of engagement of services, any exclusive material or information created by any person or entity for the purpose of engagement, becomes the Intellectual Property of the Australian Kinesiology Association Inc., regardless of whether this is a paid or volunteer engagement, as outlined within the Memorandum of Understanding, Terms of Reference, Contract, or similar.

Intellectual Property expectations will be outlined through discussions regarding what is considered exclusive Australian Kinesiology Association Inc. property and what is shared. Once agreement has been reached this will be documented in the Memorandum of Understanding, Terms of Reference, Contract, or similar, or documented through written correspondence e.g. email with acknowledgement from all parties concerned.

At any time, where ambiguity may exist concerning the ownership of Intellectual Property, clarity is to be sought through meetings and/or discussions, followed by outcomes provided in writing and agreed upon by all parties concerned.

Failure to obtain agreement will result in following the Australian Kinesiology Association Inc. Complaints policy protocols for resolution.

## Storage and Security of Information

During the period of engagement of services for and on behalf of the Australian Kinesiology Association Inc., entities may store information on analog or digital devices. These may be personal devices or devices supplied by the Australian Kinesiology Association Inc. The entity engaged in service is responsible for ensuring adequate protection of this information through the use of passwords or other security measures.

Specific projects may require the use of an email account to be set up by the Australian Kinesiology Association Inc. for the purposes of engagement. All information incoming and outgoing on the email account/s provided remain the property of the Australian Kinesiology Association Inc. and are not to be deleted, in line with the Email Retention and Archiving policy.

In instances where entities' personal computers are used for delivery of service, including personal email accounts, it is requested that upon completion of the task, project, event, sub-Committee etc., or premature resignation from same, that emails and other information pertaining to their engagement of service, such as documents, images, etc., are exported to a device, either:

- analog, such as a USB, hard drive or similar; or
- digital, such as Cloud platforms e.g., One Drive, Share Point, etc.,

as outlined within the Memorandum of Understanding, Terms of Reference, Contract, or similar, and sent to the Australian Kinesiology Association office.

Once this information has been acknowledged as received by the Association, it is requested that any confidential information pertaining to the engagement of service for the

Australian Kinesiology Association Inc. and any exclusive Intellectual Property is securely destroyed, deleted or removed from the personal device. Alternatively, it is expected that document retention laws be followed and the confidential information is securely kept for a period of seven years and then securely destroyed, deleted or removed from the personal device.

Upon completion of the service or upon request of the Australian Kinesiology Association Inc., any and/or all information is to be returned to the Australian Kinesiology Association Office. As we are a paperless office, any physical information such as hard copies are to be scanned and stored on an analog device or digitally, and the originals along with any copies, are requested to be securely destroyed. Alternatively the documentation is to be treated as confidential and securely kept in line with document retention laws and kept for seven years before being securely destroyed. Information stored on personal devices is to be copied onto analog or digital technology and sent to the Australian Kinesiology Association Inc. as outlined in the previous paragraph. Once confirmation has been sent by the Australian Kinesiology Association Office that this information has been checked and received, it is requested that the information is securely destroyed/deleted both physically (e.g. hard copies) and electronically from all personal devices. Alternatively all information is to be treated as confidential and securely kept in line with document retention laws and kept for seven years before being securely destroyed.

### **Breach of Confidentiality**

Any suspected or identified breaches of Confidentiality will be openly discussed with the suspected breaching party at the earliest possible time, within 28 days of the breach becoming known.

Breach of Confidentiality will be outlined within the Memorandum of Understanding, Terms of Reference, Contract, or similar and will refer to processes to be actioned in line with the Australian Kinesiology Association Inc. Complaints Policy.

Any Member of the Australian Kinesiology Association Inc., or any other entity, contracted in any capacity for or on behalf of the Association is subject to the Bylaws and Rules of the Australian Kinesiology Association Inc. Whilst it is understood that in some circumstances, breaches are unintentional, the matter will still be taken seriously and investigated appropriately.

Upon identification of a potential breach of confidentiality, the parties involved will be contacted at the earliest possible time, within 28 days, by the Australian Kinesiology Association Inc. Complaints Officer, an Executive Member of the Management Committee, or an Association liaison representative, to discuss the matter openly and investigate if a breach of confidentiality has occurred.

Any detected breaches of Confidentiality will be taken seriously by the Australian Kinesiology Association Inc. and discussions will be held in line with the:

- Associations Incorporation Act of South Australia 1985,
- Rules of the Australian Kinesiology Association Inc.,
- Bylaws of the Australian Kinesiology Association Inc.,
- any contractual agreements, Memorandums of Understanding, Terms of Reference, or similar, and/or

- any other relevant compliance process documents.

## Service Engagement

It is a requirement of the Australian Kinesiology Association Inc. for any staff, volunteer, contractor, entity, etc., engaged in any capacity of work for or on behalf of the Australian Kinesiology Association Inc. to:

- read, abide by, and sign the AKA Confidentiality Policy, Procedure & Agreement; and
- read, abide by, and sign the Memorandum of Understanding, Terms of Reference, Contract, or similar, that outlines the processes and expectations, the engaged entity is undertaking; and
- read and abide by the Email Retention and Archiving Policy (if applicable).
- re-sign the Confidentiality Agreement upon any updates of the Confidentiality Policy, Procedure & Agreement, and/or upon request.

# APPENDIX A

## CONFIDENTIALITY AGREEMENT

I, the undersigned, agree to hold confidential, all information that the Australian Kinesiology Association Inc., has placed restrictions on, either by natural understanding, Memorandum of Understanding, Terms of Reference or Contract. I agree to uphold the Australian Kinesiology Association Inc., Confidentiality Policy & Procedure, and any conditions set by the Association.

I, the undersigned, undertake to:

1. Access information held by the Australian Kinesiology Association Inc., only when necessary to the performance of my assigned duties;
2. Make no attempt to replicate or copy any of the material in any way, unless absolutely necessary in the performance of my assigned duties. I will obtain written consent from the Australian Kinesiology Association Inc., should it be deemed necessary to copy any material in the performance of my assigned duties;
3. Oversee the storage and handling of restricted and/or sensitive information on any device, including personal devices, that are accessed during duties performed for or on behalf of the Australian Kinesiology Association Inc., to minimise the risk of its diversion into unauthorised channels;
4. Take reasonable care and properly secure confidential information on my computer and will take steps to ensure that others cannot view or access such information;
5. Not disclose my personal password(s) to anyone without the express written permission of the Australian Kinesiology Association Inc., or record or post it in an accessible location, and will refrain from performing any tasks using another's password; and
6. Notify the Australian Kinesiology Association Inc., if I have reason to believe that my access codes and passwords have been compromised.
7. Sign a new Confidentiality Agreement upon any updates and/or upon request.

**This confidentiality agreement is made between:**

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

POSITION HELD/SERVICE ENGAGEMENT:

\_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/20\_\_\_\_

**AND THE AUSTRALIAN KINESIOLOGY ASSOCIATION INC.**

REPRESENTATIVE NAME: \_\_\_\_\_

POSITION HELD: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/20\_\_\_\_

**OFFICE USE ONLY.** Received/filed by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

## APPENDIX B

### **Example Report to be submitted to Management Committee for approval for release to the membership:**

Date of Meeting/Discussion: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time of Meeting/Discussion: \_\_\_\_:\_\_\_\_ am/pm

Meeting Platform: Online/In Person/Telephone/Other: \_\_\_\_\_

List of Attendees:

Apologies:

Topic/Item Discussed: \_\_\_\_\_

Summary of Discussion:

Motion/s raised (if applicable):

Outcome/Proposal to be considered by the Management Committee:

To be submitted to the Management Committee by: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Definitions:

Definitions and wording below are stated in the singular and apply to the plural.

**AKA** is an acronym for the Australian Kinesiology Association Inc.

**AKA Witness** means any person employed by the Australian Kinesiology Association Inc. or a current member of the AKA Management Committee, authorised to witness another person's signature.

**Association** means the Australian Kinesiology Association Inc.

**Australian Kinesiology Association Inc.** is the Association of Members who practice kinesiology. Also referred to as Australian Kinesiology Association, the Association, AKA, or AKA Inc.

**Breach of Confidentiality** means restricted and/or sensitive information or material has been shared outside of the boundaries set by the Australian Kinesiology Association Inc.'s policies and documents including the Confidentiality Policy, Procedure, & Agreement, and any Memorandum of Understanding, Terms of Reference, or Contract between the Australian Kinesiology Association Inc. and any engaged entity.

**Complaint** means an expression of dissatisfaction made to, or about the Association, its Members, Staff, or its services, or the handling of a complaint where a response or resolution is explicitly or implicitly expected or legally required. (AS/NZ 10002:2014).

**Complaint Handling Management System** means all policies, procedures, practices, staff, hardware, and software used by the Association in the management of complaints.

**Conference** refers to an event to be delivered for the Australian Kinesiology Association Inc. This event may be face-to-face, online, or a combination of both.

**Conference Coordinator** means the person/s responsible for the management and delivery of both in person and online conferences for or on behalf of the Australian Kinesiology Association Inc.

**Confidential Information** means all data and business relating to the Australian Kinesiology Association Inc., that is understood to be of private nature, that is shared with any other entity. Information considered private includes, but is not limited to:

- Member information;
- Association information including membership information, business operations and financial information;
- Intellectual property;

**Consequences** (as applicable to Workplace Health & Safety Risk Management) refers to outcomes outlined in the Risk Assessment Rating Table.

**Contract** means an agreement between the Australian Kinesiology Association Inc. and any other entity outlined in writing in any capacity, including but not limited to:

- Minutes of a General Meeting;
- A contract;
- Email correspondence between the parties.

**Contractor** means a person or entity engaged by the Australian Kinesiology Association Inc., for the purposes of completing a project for an on behalf of the Association. This role may be in a paid or unpaid capacity. May also be referred to as a Service Provider, entity, sub-contractor, business, organisation, etc.

**Correspondence** means any written communication, including but not limited to, emails, notes, letters, texts, electronic communications, social media comments, etc.

**Current Year** refers to the year specified for the date that an event, such as the annual conference, is to be held as outlined in a document, such as a Memorandum of Understanding, Terms of Reference, etc. It is understood that for some events, preparation may take more than one year to organise.

**Data Breach** means a security violation wherein sensitive and/or confidential data is stolen, copied, altered, transmitted, etc., by unauthorised individuals or entities.

**Dispute** means an unresolved complaint, escalated either within or outside of the Association.

**Electronic Vote** – see Technology Vote.

**Engagement of Services** relates to the engagement of an entity to perform a task, project, or event, etc., or form a sub-Committee, for defined purposes, for and on behalf of the Australian Kinesiology Association Inc.

**Entity** means an individual, a group of individuals, Member, business, agency, contractor, sub-Committee, etc., engaged in services for or on behalf of the Australian Kinesiology Association Inc. May also be referred to as a Service Provider, contractor, sub-contractor, business, organisation, etc.

**Feedback** (as applicable to Complaints Handling) means opinions, comments, and expressions of interest or concern, made directly or indirectly, explicitly or implicitly, to or about the Association, its services, or complaint handling system, where a response is not implicitly or explicitly expected or legally required.

**Grievance** (as applicable to Complaints Handling) means a clear, formal written statement by an individual staff member about another staff member, or a work-related problem.

**Hazard** (as applicable to Workplace Health & Safety Risk Management) refers to a situation or thing which has the potential to harm a person.

**Hierarchy of Risk Control** (as applicable to Workplace Health & Safety Risk Management) refers to the priority order for the types of measures to be used to control risks.

**Injury Management** (as applicable to Workplace Health & Safety) includes workers compensation, claims management, recovery, and return to work activities that are covered by the Return-to-Work legislation.

**Likelihood** (as applicable to Workplace Health & Safety Risk Management) refers to how likely something is to happen, as a result of a hazard.

**Management Committee** refers to the Committee that Manages the affairs of the Australian Kinesiology Association Inc. Also referred to as the MC, or the Committee.

**Mediums** (as applicable to Advertising) refers to In Touch magazine, social media outlets, Australian Kinesiology Association Inc. website, or similar platforms that are governed, managed, or administered by the Association, its staff, volunteers or other entities engaged in projects for or on behalf of the Association.

**Member** means an individual or entity who has a membership with the Australian Kinesiology Association Inc.

**Memorandum of Understanding** means an agreement that is signed between the Australian Kinesiology Association Inc. and the entity it engages for a task, project, event, sub-Committee, etc. This agreement outlines the requirements and expectations of all parties in the undertaking and delivery of a project or task.

**Non-Member** refers to anyone who does not have a membership with the Australian Kinesiology Association Inc.

**Occupational Violence** (as applicable to Workplace Health & Safety) refers to any incident where a person is physically attacked, abused, assaulted, or threatened in the workplace.

**Office Manager** refers to the person employed by the Australian Kinesiology Association Inc. to manage and oversee the administrative affairs of the Association. Also referred to as OM, or Staff.

**Officer** (as applicable to Workplace Health & Safety) refers to a person who makes, or participates in making, decisions that affect the whole or substantial part of the business or undertaking.

**PCBU** (as applicable to Workplace Health & Safety) is an acronym for Person Conducting a Business or Undertaking as defined in the Work Health and Safety (WHS) legislation.

**Policy** means a statement of instruction that sets out the parameters of the Association's vision, mission, and goals.

**Procedure** means a statement or instruction that sets out how the Association's policies will be implemented and by whom.

**Project** means an undertaking for or on behalf of the Australian Kinesiology Association Inc. Also referred to as a task, or event.

**Purpose of Engagement** relates to the task, project, event, sub-Committee or similar, that is the reason for engagement of services, for or on behalf of the Australian Kinesiology Association Inc.



**Residual Risk** (as applicable to Workplace Health & Safety Risk Management) refers to the risk rating, based on the risk matrix, after recommended control measures have been implemented.

**Restricted and/or Sensitive Material** means material considered confidential by the Australian Kinesiology Association Inc. Dependent upon the nature of the task, project, event, or sub-Committee, etc. restricted and/or sensitive material requirements will be assessed by the Australian Kinesiology Association Inc. and outlined in the Memorandum of Understanding, Terms of Reference, or Contract.

**Risk** (as applicable to Workplace Health & Safety Risk Management) refers to the possibility that harm (death, injury, or illness) might occur when a person is exposed to a hazard.

**Risk Assessment** (as applicable to Workplace Health & Safety Risk Management) refers to the process of evaluating the likelihood and consequences (or severity) of injury, illness or disease arising from exposure to an identified hazard.

**Risk Control** (as applicable to Workplace Health & Safety Risk Management) refers to the process of implementing measures to eliminate or minimise the risk associated with a hazard so far as is reasonably practicable.

**Risk Management** (as applicable to Workplace Health & Safety Risk Management) refers to the process of hazard identification, risk assessment, implementation of appropriate risk control measures, and monitoring and review of their effectiveness.

**Service Provider** means person/s engaged in performing a service for the Australian Kinesiology Association Inc. May also be referred to as a volunteer, contractor, sub-contractor, entity, worker, etc.

**Staff** means persons employed and paid a wage by the Australian Kinesiology Association Inc. for administration purposes. Also referred to as Office Staff, Staff, Employees, or Service Providers.

**Sub-Committee** refers to a group of people engaged to perform a task as delegated by the Management Committee.

**Technology Vote** refers to a vote that has been completed on a form (either physically completed or electronically completed) either online, or sent via email to the Australian Kinesiology Association office for the purposes of voting on agenda items at a specified meeting. Also referred to as an Electronic Vote.

**Terms of Reference** refers to an agreement between the AKA Management Committee and a sub-Committee, wherein the Management Committee have delegated duties/tasks, etc., to be performed by that sub-Committee.

**Volunteer** means persons donating their time without expectation of payment of any sort, (e.g. wage, one off payment, payment in kind, etc.) to work on projects, Committees, sub-Committees, events, etc., for and on behalf of the Australian Kinesiology Association Inc. May also be referred to as a Service Provider, entity, worker, etc.

**Worker** A person who carries out work in any capacity, whether on-site or off-site, for the Australian Kinesiology Association Inc. including all volunteers,

staff, contractors and sub-contractors and their employees, suppliers, labour hire company employees, trainees, persons gaining work experience and volunteers. Also referred to as an entity, Service Provider, or Staff.

**Workplace** refers to places where people work in connection with the Australian Kinesiology Association Inc., whether on-site or off-site, including work-related conferences, functions, client events, retreats, and social events.

