



# Hartwig Air Policy

59 Anderson Drive, Parafield SA 5109  
Telephone: 08 8258 4244  
Email: [admin@hartwigair.com.au](mailto:admin@hartwigair.com.au)  
[www.hartwigair.com.au](http://www.hartwigair.com.au)

Policy Number	P111
Policy Title	Confidentiality & Non-Disclosure Policy
Date Issued	31 December 2021
Next Review	31 December 2022
Document Type	Public
Policy Ownership	Chief Executive Officer

## Confidentiality & Non-Disclosure Policy

### OVERVIEW

The purpose of this document is to clearly identify the requirement for employees to maintain the highest levels of confidentiality in relation to all Hartwig Air matters, students, and stakeholders and confirm that a breach of this policy will result in disciplinary action to the degree of instant dismissal.

### POLICY

Information is a valuable asset to this organisation, and open and effective dissemination of information is critical to our service. However, a great deal of information about Hartwig Air's business activities, the specific services and care we provide to clients and our student and stakeholder information is confidential or proprietary.

Confidential information is information that Hartwig Air considers private and that is not common knowledge outside Hartwig Air. Proprietary information is information that Hartwig Air owns, develops or pays to have developed or to which it has an exclusive right. Both confidential and proprietary information may be in any format including but not limited to written, verbal or pictorial format and/or in hard or soft copy.

Confidential and proprietary information includes but is not limited to:

- Client and employee records.
- Data and information entrusted to an employee by a client.
- Documents, records or other information concerning Hartwig Air's business strategies, business results and financial results and data.
- Methods by which Hartwig Air tenders.
- Intellectual Property, software or computer systems developed by Hartwig Air.
- Hartwig Air's processes, procedures and "know-how" or Intellectual Property.
- Organisational information.

BRUCE HARTWIG FLYING SCHOOL PTY LTD TRADING AS HARTWIG AIR

WARNING: THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED OR ACCESSED FROM ANY SOURCE OTHER THAN THE OFFICIAL HARTWIG AIR WEBSITE OR SERVER

RTO NUMBER 4439 CRICOS NUMBER 02845E ABN 87 132 770 480



# Hartwig Air Policy

59 Anderson Drive, Parafield SA 5109  
Telephone: 08 8258 4244  
Email: [admin@hartwigair.com.au](mailto:admin@hartwigair.com.au)  
[www.hartwigair.com.au](http://www.hartwigair.com.au)

Disclosure of such information could seriously damage Hartwig Air's interests, and it is the responsibility of employees to safeguard and not share the information with others. This includes, unless required for legitimate business reasons, sharing with co-workers/other employees.

Stakeholders should also guard against unintentional disclosure of proprietary or confidential information, such as when:

- Discussing confidential or proprietary information in public e.g. restaurants, elevators, airplanes and whilst speaking on mobile phones.
- Working with sensitive information on computers.
- Transmitting information by unsecured means e.g. facsimile.

Stakeholder's obligation to protect Hartwig Air's confidential and proprietary information continues after you leave Hartwig Air's employment, learning or other business.

## RESPONSIBILITIES

It is the responsibility of the Induction Officer and/or employee supervisors to ensure that all employees, contractors and students are conversant and understanding of the requirements of the Confidentiality and Non-Disclosure Policy.

To meet the requirements of this policy, it is the responsibility of employees to ensure that their behaviour aligns fully with this Confidentiality & Non-Disclosure Policy, the requirements of the Commonwealth of Australia Privacy Act 1988 and the Hartwig Air's Privacy Policy.

## PROCEDURE

### New Employees & Contractors

All new employees and contractors are required to sign Confidentiality Agreement prior to commencement of employment/contract. The original signed agreement is to be returned to the Office Administrator who will file it in the employee's personnel file or the contractor's creditor's file.

A copy of the signed document is to be provided to the employee/contractor.

## BREACH OF POLICY

All breaches must be reported immediately to the CEO for investigation and action.

BRUCE HARTWIG FLYING SCHOOL PTY LTD TRADING AS HARTWIG AIR

WARNING: THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED OR ACCESSED FROM ANY SOURCE OTHER THAN THE OFFICIAL HARTWIG AIR WEBSITE OR SERVER

RTO NUMBER 4439 CRICOS NUMBER 02845E ABN 87 132 770 480