

NEIGHBOUR AID CONFIDENTIALITY POLICY

The Management Committee is concerned at the private and confidential data pertaining to clients of Inner West Neighbour Aid Inc. which is available to Neighbour Aid staff (both paid and voluntary) in the course of carrying out their duties. The Committee considers that it has a responsibility to take reasonable measures to ensure that such confidential information remains confidential to Neighbour Aid and that staff (both paid and voluntary) do not divulge such information outside their work environment.

To ensure that the foregoing policy is adhered to, it is requested that all present staff (both paid and voluntary) and contractors of Inner West Neighbour Aid Inc. accept and agree to the following confidentiality undertaking by signing below.

Adhering to the Privacy Act is a common practice between responsible employers and responsible employees and contractors, Neighbour Aid expects you to observe the following obligations;

1. Any information of any type acquired by you in the course of, or incidental to your contract with Inner West Neighbour Aid Inc. regarding the organisation, affairs, property, policy and in particular, the personal and private details pertaining to clients of Inner West Neighbour Aid Inc., not already in the public domain, shall be treated by you as confidential information.

2. You will not at any time during the term of, or after the termination of your employment, voluntary position or contract with Inner West Neighbour Aid Inc. divulge either directly or indirectly to anyone, for any purpose other than the business of Inner West Neighbour Aid Inc., any confidential knowledge or information, in particular the personal and private details pertaining to clients, which you may acquire during the course of, or incidental to your employment, voluntary position or contract with Inner West Neighbour Aid Inc. except:

- At the discretion of Inner West Neighbour Aid Inc.
- As may be reasonably necessary in the course of performing the responsibilities of your position.
- You will return all confidential information to Inner West Neighbour Aid Inc. at the termination of your employment, voluntary position or contract.

Declaration of Confidentiality

I _____ do declare that whilst carrying out any duties for Inner West Neighbour Aid Inc., I will not divulge or disclose the name or identity of any person, or information about an individual acquired by me in the course of my duties to any person whomsoever, except by the direction of the Inner West Neighbour Aid Inc. chairperson or a person/s nominated by him/her. I agree to abide by the principles of the Privacy Personal Information Protection Act 1998.

Signed: _____

Date: _____