



Confidentiality Agreement

Snowy Mountains Care & Early Learning Centre has a significant responsibility to protect the information it holds and encounters in relation to its services, the work it undertakes and its stakeholders. I recognise the importance of using information appropriately and safeguarding information from unauthorised disclosure or use, whether this information is directly related or incidental to my involvement with *Snowy Mountains Care & Early Learning Centre*.

I agree to:

- Ensure that confidential information which is acquired in connection with children, staff, the management committee or the service will not be disclosed to any person or organisation, unless authorised to do so or legally required to do so in which case the committee will be notified within twenty-four hours.
- Take careful and reasonable measures to secure and maintain the confidentiality of all information at all times. This standard of care relates to all forms of information (eg verbal, written, electronic).
- Return all information in your possession promptly to Snowy Mountains Care & Early Learning Centre if requested to do so, including all copies of information, and notes of meetings and conversations.
- Comply with these requirements even after ceasing to be involved with Snowy Mountains Care & Early Learning Centre.
- Seek advice from the President of the management committee and/or the service Director where any uncertainty exists in relation to the use, storage, distribution or security of information.

I understand that if this confidentiality agreement is breached I may be disciplined by, or expelled from, the association as outlined in the service's constitution.

This agreement is made between *Snowy Mountains Care & Early Learning Centre* and the undersigned.

Signatory's Name: _____

(Please Print Name in Full)

Signature: _____

Service Delegate: _____

Signature: _____

Date: _____