

Confidentiality Agreement for Committee Members

Service Name: _____

This agreement applies to all committee members in regards to the confidentiality of information relating to children, parents and employees

WHEREAS:

A) The Committee Member possesses Confidential Information relating to individual families, staff and committee members, which are required to be collected and stored securely as per the National Law and Regulations.

B: The Committee Member may be privy to Confidential Information in relation to their duties at the Centre.

C: The Committee Member agrees not to deal with the Confidential Information other than in accordance with the terms of this agreement.

THE COMMITTEE MEMBER AGREES AS FOLLOWS:

1.0 DEFINITIONS

1.1 For the purpose of the Agreement:

"Confidential Information" means all information, data or experience relating to the personal files of and all forms including documents databases, records, drawings, oral disclosures

"Documents" includes, but is not limited to: -

- (i) Enrolment forms
- (ii) Emails
- (iii) Staff Meeting minutes
- (iv) Telephone Calls/messages
- (v) Questionnaires
- (vi) Resumes
- (vii) Working With Children Checks
- (viii) Staff Information Forms
- (ix) HR Information
- (x) Child Observations
- (xi) Reports from outside Professionals pertaining to children
- (xii) CCB Reports
- (xiii) Personal Correspondence
- (xiv) Committee Meeting Minutes

2.0 CONFIDENTIAL OBLIGATIONS

2.1 The Committee Member unless expressly otherwise agreed with is:

(a) not to reveal any of the Confidential Information to any person outside of the Committee or relevant staff.

(b) to keep all of the Confidential Information secret and confidential;

(c) not to make copies or duplicates of the Confidential Information except to the extent that it is reasonably necessary to carry out the Centre's duties .

2.2 The obligation to maintain confidentiality and not to use the Confidential Information shall remain in effect for an indefinite period.

3.0 GENERAL

3.2 If there is a breach of this Confidentiality Agreement, disciplinary action will be taken which could result in: instant removal from the Management Committee.

I will abide by this Confidentiality Agreement to ensure respect for the privacy of the children, families and staff at (Insert Service Name)

Name: _____

Signature: _____ Date _____

