

# CONFIDENTIALITY AGREEMENT POLICY



EDUCATING  
THE FUTURE

Policy number:	1	Version:	1.0
Drafted by:	Finance, Audit and Risk Committee	Approved by Board on:	23/08/2016
Responsible person:	Board of Directors	Scheduled review date	

## INTRODUCTION

Privacy and the protection of confidential information are serious issues and something which all directors, partners and volunteers need to be fully aware of. Failure to do so can result in legal ramifications.

It is important for directors, partners and volunteers to be aware that confidentiality applies inside and outside of working hours. Confidential information learned whilst working must not be divulged at any time including while off duty, without prior permission of the Chairperson or Board.

Directors, partners and volunteers are required to abide by the confidentiality procedures of **Educating The Future (ETF) Australia Limited**. Therefore, the following agreement has been developed to ensure directors, partners and volunteers are aware of their responsibilities with regard to maintaining confidentiality of materials.

This agreement has been developed as a means by which Educating The Future may ensure that you understand your responsibilities. If a director, partner or volunteer does not understand any part of this document or if they have uncertainties about its interpretation or application, they should discuss the matter with Educating The Future's Chairperson or Managing Director. **Please read the Confidentiality Undertakings carefully.**

## PURPOSE

The purpose of this document is to provide guidance in relation to Educating The Future's requirements under Privacy legislation and Educating The Future's policies and procedures.

## DEFINITIONS

For the purpose of this agreement, the following definitions apply: 'Confidential information' means:

- (a) personal information or an opinion about an individual whose identity is apparent or can be reasonably ascertained from the information or opinion whether true or not. That is, information which allows an individual to be identified; or
- (b) any information that Educating The Future specifies as confidential; or

- (c) any information that allows an individual's place of residence or personal phone number to be identified; or
- (d) any information not on the public record and not available upon request that allows an individual to be identified.

*This means material that can either be immediately identifiable (that is, an individual's identity is immediately apparent from the information) or potentially identifiable (where further processes are required to determine the identity of an individual). Confidential information is not limited to written or electronic records or information conveyed verbally. It can appear in any form and be recorded on any medium. It may include such things as photographs, video or sound recordings, and file notes (either electronic or hard copy).*

## **CONFIDENTIALITY UNDERTAKINGS**

1. I will seek out and comply with the privacy laws and regulations and any procedures and policies of Educating The Future relating to confidentiality.
2. I will not disclose confidential information to any third party without the prior permission of the Chair or the Board.
3. I will not copy or remove original files, forms or other confidential documents from Educating The Future without the written permission of the Chair or the Board.
4. I understand that I must obtain permission from the Chair or the Board to forward documents containing personal information to any agency or person.
5. I understand that my obligations under this Agreement continue to have full force and effect when I am no longer a member of Educating The Future.
6. Given a serious breach of confidentiality, upon voting decision of Board Members, the individual's contract is able to terminated. Fundraising activities carried out will comply with all relevant laws and be carried out in the spirit of the ACFID Fundraising Charter.

## **REVIEW**

This policy shall be disseminated through an appropriate directive to all ETF stakeholders and necessary persons through the relevant channel.

This policy will be reviewed every two years.

This Confidentiality Agreement is ratified to all volunteers that sign the Volunteer Agreement.