Confidentiality Agreement for information systems

within community environmental groups

XYZ Community Group's records are vital to the organisation's function and development. In order to maintain security and privacy of these records, this Agreement outlines the responsibilities for employees and volunteers associated with accessing and maintaining XYZ Community Group records.

This agreement is made between XYZ Community Group and (insert name of employee / volunteer)

CONFIDENTIALITY AGREEMENT

please tick to acknowledge you have read each of the statements:

- ○ I understand that information contained within the XYZ Community Group information systems shall not be shared with anyone not currently authorised to receive such information. When in doubt, I shall obtain advice from the Manager of XYZ Community Group.
- ○ I shall not access, copy, or disseminate XYZ Community Group information except to the extent necessary to fulfil my assigned duties and responsibilities.
- ○ I shall take appropriate action to ensure the protection and security of the XYZ Community Group's and other information contained within the information system.
- ○ I understand that improper access to and/or unauthorised disclosure of XYZ Community Group could be a violation of the *Privacy Act 1988* and / or *Privacy Amendment Act 2012*.
- ○ I understand that improper access to or unauthorised disclosure of XYZ Community Group information could subject me to disciplinary action up to and including termination of my relationship with XYZ Community Group.
- ○ I understand that the obligation to maintain security of this information continues beyond the conclusion of my relationship with XYZ Community Group.
- ○ I hereby affirm that I have read XYZ Community Group policies and understand that I have the responsibility to ensure the security and privacy of XYZ Community Group's records. I

understand the obligations imposed by these documents and will comply with their standards and requirements.

Acknowledgement and Agreement

This agreement is made on the 15th of September 201... By signing this document, I acknowledge this Confidentiality Agreement and agree to abide by it.

Employee / Volunteer name: (print name)

Employee / Volunteer signature: (insert volunteer signature)

SIGNED ON BEHALF OF XYZ COMMUNITY GROUP:

(print name of authorised XYZ Community Group signatory)

(signature of authorised XYZ Community Group representative)

DISCLAIMER: The information contained in this publication is based on knowledge and understanding at the time of March 2016. However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of LASA or the user's independent advisor.

Landcare in a Box: an initiative of the National Landcare Network resourced by Landcare NSW and funded originally by NSW DPI.