



## **CONFIDENTIALITY AGREEMENT**

### **Definition of Confidentiality**

The term 'Confidential Information' as used in this agreement means all information that:

1. Must be treated as being of a personal nature (as defined in the RMS Privacy Policy).
2. Is of a nature that its release outside the School will impact on the good name, commercial opportunities or general well being of the School.
3. Is deemed to be confidential by the Principal or Teacher in Charge, or the Chairperson.

### **Action to protect against breaches of confidentiality:**

#### **1. Verbal breach of confidence:**

Confidential information about a student, parent, Council member, staff member or School matter will not be discussed with other staff members, family members, friends or other people unless they are required to know that information to carry out their duties.

#### **2. Visual breach of confidence:**

Information about a student, parent, Council member, staff member or School matter must not be left in view of any other party. To avoid this possibility, the following action will be taken:

- a. Confidential files must always be stored in locked cabinets when not in use.
- b. Files will not be left out when the person working on those files is not in the Office.
- c. When the files are on desktops, they must be left in a manner that ensures that confidential information is not visible to other people.
- d. Computer screens should be positioned in such a manner that confidential information cannot be viewed by any unauthorised person.
- e. Computers containing confidential information are to be appropriately secured and password protected.
- f. All faxes and emails will be treated as confidential documents and handled in accordance with these requirements.

#### **3. Auditory breach of confidence:**

Discussion regarding a student, parent, Council member, staff member or School matter will not occur in the hearing range of others.

## **Agreement**

I accept and understand the information above about my responsibilities under this agreement. I agree to comply with the requirements of this agreement both during the period of my Council term and after its termination.

I agree not to disclose any student/family/Council/School information to any persons outside of this School including my family and friends unless I am specifically authorised to do so by the Principal or Teacher in Charge, or the Chairperson.

I fully understand that any significant breach of this confidentiality agreement shall constitute good cause for termination of my position on Council. In addition, it may subject me to liability and responsibility for any legal damages resulting from my unauthorised disclosure of confidential information.

Signed \_\_\_\_\_

Witnessed by the Chairperson \_\_\_\_\_

Date \_\_\_\_\_