

## Staff Confidentiality Agreement

---

Life Choice considers it everyone's responsibility to respect and maintain the confidentiality of participants, staff, volunteers and the organisation's business.

As an employee/volunteer, I acknowledge that I may have access to information that is deemed confidential to Life Choice, other agencies that have dealings with Life Choice and other staff, volunteers and participants.

I agree to be bound by the terms and conditions described below and acknowledge that retrieving and/or discussing confidential information for any purpose other than required for my position responsibilities, is prohibited and may be considered grounds for dismissal.

### 1. Definition of confidential information

In this agreement, 'Confidential Information' includes:

- All individually identifiable participant information
- Personal information about employees or Board members such as home address, telephone numbers, and other non-work related information
- Information about any internal dispute or grievance
- Business conducted in Board meetings, other than that identified as available for public discussion
- Any confidential and proprietary information concerning financial transactions, competitive tenders or expressions of interest or any other organisational plans or activities identified by the Board or Manager as confidential.

### 2. Non-disclosure of confidential information

- a. I agree to retain all Confidential Information in the strictest confidence. I will not disclose any Confidential Information to any person other than for purposes directly related to my position at Life Choice. I will not use for my own interests or the interests or purposes of others not associated with Life Choice, any Confidential Information which I have acquired in relation to the activities of Life Choice, its Board members, staff, volunteers or participants.
- b. I agree that I will not make copies of any Confidential Information for any other reason other than those essential to and directly related to my position and responsibilities with Life Choice.
- c. I agree that upon the request of Life Choice, for whatever reason, and upon the termination of my employment with Life Choice, I will immediately return all Life Choice property, both intellectual and material, which is in my possession or under my control.
- d. I understand my obligations under this agreement, not to use or improperly disclose to others Confidential Information which shall remain in effect until the Confidential Information has been publicly disclosed by Life Choice.
- e. I understand that this agreement does not prevent me from:
  - making known to proper authorities any concerns that I may have about the conduct of Life Choice that I consider to be breaching laws or duty of care
  - making a formal complaint to appropriate authorities about an aspect of the operation of Life Choice

- disclosing any information that I may be required to disclose by any Court or regulatory body or under applicable law.

provided that I shall give Life Choice written notice within a reasonable time of my disclosure of Confidential Information and the purpose of this disclosure, citing the relevant clause under e) above.

.....  
Name

.....  
Signature

.....  
Position

.....  
Date