Confidentiality Agreement for Council and Committee Members

This agreement is for DogsNT members and to anybody providing paid or voluntary assistance for DogsNT where they may have access to potentially confidential information.

Confidentiality is an obligation that restricts an organisation from using or disclosing any information in a way which is contrary to the interests of the person or organisation which provided it in the first place. Confidentiality can be defined as a mode of managing private information.

Privacy is a broader concept than confidentiality and relates to an individual's ability to control the extent to which their personal information, enabling identification is available to others.

Privacy and the protection of confidential information is a serious issue and one of which everyone needs to be aware of. Failure to adhere to privacy legislation can have legal ramifications.

Declaration:

- ❖ I understand that while I am a member of DogsNT or providing assistance to them, I may have access to personal information collected for particular purposes. Such personal information includes the identity of, and personal information about individual persons.

- ❖ I understand that I may also have access to confidential information relating to other matters or Organisations.

- ❖ I undertake not to knowingly access any personal information or confidential information unless such information is necessary to undertake some DogsNT activity or business.

- ❖ I undertake to not divulge any personal information or confidential information.

- ❖ I undertake to not use any personal information or confidential information, except as authorised by the DogsNT Council or Committee.

- ❖ I will keep Confidential Information and Personal Information strictly secret and confidential.

- ❖ I will not access, use, reproduce or disclose any Confidential Information or Personal Information for any purpose other than the Permitted Purpose nor assist or permit any other person to do so without authorisation.

Person: **Witness:**

Name: _____   Name: _____

Signature: _____   Signature: _____

Date: _____   Date: _____