



U3A Ipswich & West Moreton Inc
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CONFIDENTIALITY AGREEMENT

Purpose

The purpose of this agreement is to protect:

- personal and confidential information held by U3A Ipswich & West Moreton Inc (U3A Ipswich);
- any other internal information which is not generally available.

Reasons for Confidentiality Agreement

U3A Ipswich is subject to legislation and National Privacy Principles which protect confidential information which we collect and store. Volunteers who have access to this information are also bound by the legislation.

Undertaking

The volunteer undertakes:

- not to access, use, modify, disclose or retain any confidential or personal information acquired through the performance of their duties with U3A Ipswich or because of involvement as a volunteer with U3A Ipswich, except for the purpose of fulfilling those duties of volunteering;
- to take all reasonable measures to ensure that any confidential or personal information held in connection with the agreement is protected against loss, unauthorised access, modification, disclosure or any misuse.

These undertakings continue to apply after leaving a position with U3A Ipswich. The member also understands that any deliberate breach of this undertaking may result in forfeiture of membership.

I have read the above and agree to abide by the U3A Ipswich Confidentiality Agreement.

NAME: (please print) _____

SIGNATURE: _____

DATE: _____