CONFIDENTIALITY AGREEMENT

To ensure that confidentiality of Service-related information and the protection of intellectual property is upheld you are required to read and confirm that you understand the contents of this agreement.

During the term of your employment at Dromana Community House

your role and responsibilities will have exposed you to systems, procedures, documentation as well as children and family information which is deemed strictly confidential and the property of the Service.

It is crucial that Dromana Community House management protect the security of this information beyond your employment contract. By signing this agreement, you agree to the following:

1. To not share Service information, systems, procedures, documentation and/or materials, whether that be orally, written or in any other form.
2. To not share any information about children, families and educators employed or enrolled at the Service. This may include information regarding academic performance, behaviour, health, disabilities, contact details, address, court orders etc.
3. You will refrain from seeking Service information for another person and/or company

You are encouraged to report a breach of confidentiality that is observed, or you become aware of. Material created by you during the term of employment is excluded from the scope of this agreement. (List attached)

It is expected that upon leaving the Service you will have:

* Deleted all confidential information from personal devices before the last day of employment
* Surrender all papers, notes, data, documentation, software and any other materials that are owned or have been developed by the Service

By signing this agreement, you are agreeing and accepting the terms and conditions of the confidentiality agreement.

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_