



Section Seven Confidentiality Agreement

Developing a Confidentiality Agreement

Members are to act solely in the interests of the School Representative Body and the school, and with discretion when dealing with confidential issues.

As an additional document to the constitution, a school's Code of Conduct includes confidentiality requirements that must be complied with.

Sample Confidentiality Policy

Confidentiality Policy for *(Name of School Representative Body)*

Respecting the privacy of our students, families, teachers, staff and volunteers is a basic value of *(Name of School Representative Body)*. Confidentiality is the preservation of private, privileged information.

There may be times where personal and private information is disclosed in the professional working relationship of the *(Name of School Representative Body)*.

Confidential information should not be disclosed or discussed with anyone without direct permission or authorisation from the Principal.

Care must also be taken to ensure that other individuals do not overhear any discussion of confidential information.

Sample Confidentiality Agreement

ACKNOWLEDGEMENT OF CONFIDENTIALITY OF INFORMATION

I agree to treat as confidential all private information about students, families, staff and volunteers which I may be privy to in the course of my term with *(Name of School Representative Body)*.

I understand that it would be a breach of policy to disclose such information to anyone during my term on *(Name of School Representative Body)* or at any time after.

I will use information appropriately, respect confidentiality and use information for the purpose for which it was made available.

Signature of *(Name of School Representative Body)* Member

First Name

Surname

Date ____/____/____