

CONFIDENTIALITY AGREEMENT DEVELOPMENT AND ENDORSEMENT



A Confidentiality Agreement ensures that members act solely in the interests of the School Representative Body (SRB) and the school, and exercise discretion when handling sensitive information.

It supports the confidentiality obligations outlined in the Code of Conduct, and helps maintain trust within the SRB and the broader school community.

Information discussed at meetings may sometimes be confidential.

Members must:

- Not discuss confidential matters outside of the meeting.
- Not disclose how individual members voted on a matter. Decisions are made collectively by a majority vote and represent the decision of the SRB as a whole.
- Sign a Confidentiality Agreement as part of their responsibilities as a member.

The Confidentiality Policy and Agreement reinforce the importance of responsible conduct and accountability of members.

ESTABLISH A COMMITTEE

Form a working group (e.g. “Confidentiality Committee”) responsible for developing the Policy and Agreement. A template is available from NTCOGSO to assist.

SET A TIMELINE | PROVIDE REGULAR UPDATES

Agree on a clear timeline for the Committee to prepare a draft for review and discussion. Add a standing item to meeting agendas under Committees or General Business titled *Confidentiality Committee Report*. The Committee Chair should provide regular updates on progress.

CIRCULATE THE DRAFT | DISCUSS AND AMEND

Once complete, send the draft to the Secretary for distribution to all members at least one week before the meeting where it will be discussed. Discuss the draft at the meeting. Members may propose changes, which should be voted on at the same meeting.

UPDATE THE DRAFT | APPROVE AND PREPARE FOR RATIFICATION

Incorporate all endorsed changes into the revised version. Present the updated draft for formal approval through a recorded motion. Members sign the Confidentiality Agreement.

REFER TO CONFIDENTIALITY POLICY AND AGREEMENT IN THE CONSTITUTION

Once endorsed, update the Constitution, if required, to include a reference to the Confidentiality Agreement under meeting procedures or related sections.

Ensure all relevant steps for amending the Constitution are followed in accordance with current guidelines and regulations.