**CONFIDENTIALITY AGREEMENT**

**CHECKLIST**

YOUR SCHOOL COUNCIL | BOARD NAME

Confidentiality Agreement is developed by the School Representative Body

or nominated members. NT COGSO template available.

Comment

A draft copy is presented to all members for consideration.

Comment

Confidentiality Agreement is ratified (approved) at a General Meeting or Special General Meeting.

Comment

Confidentiality Agreement is adopted as an approved document and signed by all members.

Comment

Signed agreements are filed in School central.

Comment

A copy of the agreement is available in the school office and on by request to members of the school community.

Comment

A copy is made available at each meeting (as required) for reference.

Comment

Confidentiality Agreement is referenced in your school Constitution as an approved document under Duties of Members 2.0 Model Constitution (see Amending the Constitution Checklist)

Comment