**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