

Confidentiality Agreement

I, _____, of _____
(NAME) (ADDRESS)

acknowledge that as part of my appointment to the Harmony School Board (“the Board”) I have a duty of confidentiality to Harmony Primary School (“the School”).

I recognise that confidential information (whether in written, electronic or other form) including but not limited to:

- Board Papers/Documents (such as written communications, monthly papers and minutes, submissions, letters, memoranda, committee and sub-committee papers and copies of other documents referred to in any such document); and
- Documents referred to or annexed to Board Papers/Documents; and
- Any documents that make reference to the Board Papers/Documents or information contained in the Board Papers/Documents; and
- Any discussions at Board meetings (whether formal or informal),

MUST be treated as confidential except:

- (a) When at the time of its disclosure the information was in the public domain or was expressly stated not to be confidential; or
- (b) Where the Board determines in their discretion that it is in the best interest of the School for it not to be confidential; or
- (c) For use in relation to proceedings (whether civil, criminal or administrative) arising out of or relating to the discharge of duties as a member of the Board.

I undertake to take all reasonable steps to prevent any unauthorised disclosure of confidential information and to notify the Board of, and take all steps to prevent or stop, a suspected or actual breach of an undertaking or a suspected or actual disclosure of confidential information in breach of this Agreement.

Signed: _____

Name: _____

Date: _____