

Confidentiality Agreement

HBLN Home Education WA considers it everyone's responsibility to respect and maintain the confidentiality of the organisation's business generally.

I agree to be bound by the terms and conditions described below and I acknowledge that retrieving and/or discussing confidential information, for any purpose other than required to meet the obligations of my position, is prohibited unless otherwise authorised in writing by the HBLN.

1. Definition of Confidential Information

In this agreement, 'Confidential information' includes:

- All individually identifiable member information
- Personal instructor or Organiser/Committee member information
- Information about any internal dispute or grievance
- Business conducted in HBLN meetings, other than that identified as being for public discussion by the HBLN Committee
- Any confidential and proprietary information concerning financial transactions, competitive tenders or expressions of interest, or any other organisational plans or activities identified by the HBLN as confidential.

2. Non-Disclosure of Confidential Information

I agree to retain all Confidential Information in the strictest confidence. I will not disclose any Confidential Information to any person and I will not use for my own interests or the interests or purposes of others not associated with HBLN, any Confidential Information that I have acquired in relation to the activities of HBLN.

I will also ensure that unauthorised individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

I agree that upon ceasing to be an instructor/volunteer, I will return any Confidential information in my possession, custody or control (including, without limitation written notes, minutes and electronic messages or recordings of any kind) to HBLN, which will retain such information for safe keeping and archiving.

3. Indemnity .

I agree to indemnify:

- (a) HBLN and any of its members, advisors or agents; and
- (b) any third party,

who suffers loss and damage as a result of a breach of my obligations under this document.

HBLN Home Education WA

4. Governing law

This document is governed by the law of Western Australia.

I understand my obligations under this agreement, not to use or improperly disclose to others Confidential Information.

Name

Position

Signature

Date

Signature of Witness: _____

Name and address of witness: _____
