

3.9b CONFIDENTIALITY AGREEMENT

Confidentiality Agreement

The relationship between Anglican Church Newcastle, clergy, employees, board and committee members and volunteers is founded on trust.

I understand that as a condition of working with and for the Diocese of the Anglican Church Newcastle and its related parishes in whatsoever capacity, I shall neither during, nor after the period of engagement, divulge to any person confidential information obtained whether it be written, viewed or spoken. I undertake not to knowingly access any confidential information about the Diocese or Parish, unless such information is essential for me to properly and efficiently perform my duties. I understand that any breach of this trust will render me liable to disciplinary action, termination and / or civil proceedings.

I further undertake to inform the Diocesan Chief Executive if I become aware of any breach of privacy or security relating to the information I access in the course of my duties.

This restriction ceases to apply to any information or knowledge, which subsequently comes into the public domain by way of authorised disclosure.

All confidential records, documents, and other papers together with any copies or extracts thereof in my possession will remain in the Diocesan Office or be returned to the Diocesan Office on the termination of my employment / engagement.

I will not personally destroy records, documents and other papers which have been assessed and authorised for disposal, as destruction of such records shall be carried out by authorised personnel and / or external Service Agreements.