



CONFIDENTIALITY AGREEMENT - CHURCH WORKER (employees / volunteers)

Part A: Personal Details

Name		Number	
Address			
	Suburb:		Postcode:
Employer	<input type="checkbox"/> ADF <input type="checkbox"/> ADS <input type="checkbox"/> Centacare <input type="checkbox"/> Episcopal & Corporate Offices <input type="checkbox"/> Parish <input type="checkbox"/> Evangelisation Brisbane <input type="checkbox"/> Other - please specify:		
Department/Service/Parish			
Centacare Directorate (if applicable)	<input type="checkbox"/> Accounting & Finance Services <input type="checkbox"/> Catholic Early EdCare <input type="checkbox"/> Community Services <input type="checkbox"/> Family & Relationship Services <input type="checkbox"/> Governance & Risk (Executive) <input type="checkbox"/> Pastoral Ministries		

Part B:

During the course of my employment/volunteer work, I understand that I may have access to confidential information and that you may disclose to me information that is confidential to the Archdiocese, its entities, clients and parishioners.

I acknowledge and recognise that the confidentiality of such information is a condition of my employment/volunteer work and I understand and agree that this undertaking shall run to the benefit of and be enforceable by your successors or assigns.

- I agree to keep that information in the strictest confidence for and after the duration of my employment/volunteer work and not to disclose that information directly or indirectly to anyone other than a person you have notified to me to be a person authorised to receive that information;
- I will never use that information for my own benefit or for the benefit of any third party;
- I agree not to retain any confidential information or documents used by me or others during the term of my employment/volunteer work;
- I will not infringe copyright by disclosure of information against copyright laws;
- I will not breach Privacy Legislation in relation to information gained during the course of my employment/volunteer work;
- I agree not to use any of your intellectual property (IP) other than for its intended purposes during employment/volunteer work and not to use the Archdiocese's IP upon termination and to return any such materials to the Archdiocese promptly upon leaving the Archdiocese; and
- I agree that I will promptly upon termination of employment/volunteer work, or in the event of any request made by the Archdiocese, hand over all notes, correspondence and other electronic, written, printed or photographed material in my possession, power or control containing any such information (and further that I will not retain other than in the course of my employment/volunteer work any such information).

Name:		Signature:		Date:	
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