

**Q207C**

**CONFIDENTIALITY AGREEMENT**

**Name:** \_\_\_\_\_

1. I agree to not provide, disclose, share or discuss privileged, personal or sensitive information that I have obtained in my role as a Board Member of Enhanced Lifestyles (EL) and Lifestyle Assistance and Accommodation Service (LAAS) regarding:
  - a. Board Members, past or present, other than in general terms
  - b. Individual employees of Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service, past or present especially matters relating to their personal and private information, the terms and conditions of their employment and matters related to their work performance
  - c. General Members of the Association, especially relating to their personal and private information
  - d. Customers/Clients of the organisation, especially relating to their personal and private information and the contract of support provided by Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service
2. I agree to keep all Board agendas, minutes, reports and other documentation in a safe place where they cannot be intentionally or unintentionally seen, read or accessed by people other than current Board Members and other people authorised to access the information therein.
3. I agree not to disclose privileged information regarding the Association to staff members, general members, Customers/Clients or members of the general public.
4. I agree not to disclose information regarding the Association whilst at another Association's Board Meeting especially information that is commercially advantageous to them and/or commercially disadvantageous to Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service.
5. I agree to follow organisational policy and procedures that relate to contact with the media and privacy.

*In signing this Confidentiality Agreement I understand that a breach of one or more of the standards and expectations contained in it may warrant an investigation, which may result in reprimand, sanction, suspension or disqualification from the Board, criminal charges and/or fees, fines and penalties (including imprisonment) under the Associations Incorporation Act. I also acknowledge that if a crime is committed the matter will be reported to the Police for investigation.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_