

# Confidentiality Agreement

As an employee and/or volunteer and/or representative of RSPCA NSW (hereinafter called 'RSPCA') I agree that I shall not, during my association with RSPCA or after its termination (however caused), disclose or use in any manner whatsoever, except for the benefit of RSPCA, any secrets, confidential knowledge or information, or any information relating to RSPCA or to any associate, client or other person whose details are held by RSPCA.

I shall only disclose or use such information if ordered by a Court of competent jurisdiction or by RSPCA and do so only in a manner consistent with such order. Upon termination of my employment I shall immediately deliver to RSPCA all records of whatsoever nature or description which are in my possession or under my control which in any way relate to the business of RSPCA or of any member(s) and/or client(s), current or former.

I declare that no conflict of interest exists and I undertake to notify the appropriate Manager immediately if, due to changed circumstances, one is created. I declare that I will not disclose/discuss/communicate any information about persons in the RSPCA computer systems without the proper authority from the Executive Management of RSPCA.

Confidential information of which you become aware or generate in the course of your association, is to be used solely for the purpose of performing your duties and must not be disclosed to third parties.

On termination of employment/association:

- you must return to RSPCA, or delete or destroy, as directed, all RSPCA property including all information that is the property of RSPCA, including but not limited to confidential information; and
- your rights and obligations regarding the disclosure of confidential information continue indefinitely.

## Declaration

I have read and understand the information contained in the contents of the Confidentiality Agreement.

I understand that as an RSPCA representative, I operate within the obligations imposed upon me in this agreement, as well as any other agreement relevant to me (such as employment/membership agreements) and RSPCA policies as varied from time to time.

**Full name (print)**

**Date**

**Signature**