



VOLUNTEER

PRIVACY / CONFIDENTIALITY AGREEMENT

Camp Quality is required to collect personal and/or sensitive information from job applicants, employees, campers and their families, volunteers and donors. Any information which can identify a person is called *personal* information. Specific information about an individual including racial or ethnic origin, religious belief/affiliation or health information is called *sensitive* information.

In accordance with the National Privacy Principles and the Privacy Amendment (Private Sector) Act 2000, we recognise that the privacy of this information is very important and must be kept confidential at all times. Camp Quality's Privacy Policy outlines the way in which personal information is collected, used, protected and disclosed. Please ensure that you are familiar with its contents.

In the course of your work (either paid or unpaid) with Camp Quality, you may be involved in the collection, use and disclosure of personal and confidential information. In order to ensure that you understand your obligations to maintain privacy, it is necessary for you to complete and sign this Agreement, indicating that you accept the conditions set out in the Privacy Policy and in this Agreement and that you agree to be bound by them.

I hereby agree and acknowledge:

1. That during the course of my work (either paid or unpaid) with Camp Quality (CQ) there may be disclosed to me certain confidential information pertaining to CQ, including family information/lists, sponsor details, financial and marketing or merchandising systems or plans.
2. That I agree that I shall not during, or at any time after working with CQ, use for myself or others, or disclose or divulge to others (including future employers), any confidential information relating to individuals or families, or any other proprietary data of CQ except to the extent that it is required by law to disclose it.
3. That I will not disclose confidential information to any third party without first seeking advice from CQ's Privacy Officer and obtaining CQ's written consent.
4. That upon me ceasing to work for CQ, I shall return to CQ any and/or all information, documents and property of CQ, including but not necessarily limited to reports, manuals, correspondence, family lists, sponsor details, computer programs and all other materials and all copies thereof. I further agree that I shall not retain copies, notes or abstracts of the foregoing.
5. That I understand that any breach of confidentiality is a serious breach of trust which may lead to disciplinary action and in some cases civil action. In signing this Agreement, I acknowledge that I understand my duties to maintain confidentiality.

I ACCEPT THE CAMP QUALITY PRIVACY / CONFIDENTIALITY AGREEMENT:

Name: (print)	Signature:	Date:
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