



## **1.2a STAFF AND VOLUNTEER PRIVACY AND CONFIDENTIALITY AGREEMENT**

Interchange Inner East provides respite services to families who have a child/ren with a disability. Because of the nature of our organisation, we possess, in the course of providing services, sensitive information about the families and individuals who access our services or are on the waiting list for service. Examples of such information include names, addresses, financial situations, disability details and types of assistance required. The discussion of these or similar topics or the disclosure of this type of information could be harmful to the reputation of the client/s and their family and the credibility of the organisation.

All photographs and film taken of participants during an activity require parent's permission to be used for any publicity purposes. Staff and volunteers are not to post any media images on their personal social network pages such as Facebook and My Space.

Interchange Inner East staff and volunteers recognise the obligation to maintain the confidentiality of information given to them during the course of their employment at Interchange Inner East. Failure to comply, or recognise the seriousness of this obligation may lead to immediate termination.

Your signature below indicates that you have read and understand the Interchange Inner East Privacy Policy.

Please sign and date.

***Staff Member***

***Witness***

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_