

Thornleigh West Public School P&C Association Confidentiality Agreement for Office Bearers

This confidentiality agreement applies to all office bearers of Thornleigh West Public School Parents & Citizens Association ('P&C Association') while undertaking any role or activity related to the Thornleigh West Public School P&C Association.

Privacy and Confidentiality

- P&C Association must adhere to the Australian Privacy Principles contained in the Privacy Act of 1988.
- P&C Association must recognise that the privacy of any individual's personal identifiable information must not be divulged or shared under any circumstances without the individual's written consent within or outside the P&C Association, unless there is a lawful authority for its disclosure.
- P&C Association must take all reasonable steps to ensure confidential data, documents and personal information of any individual is protected from misuse, loss and unauthorised access, unauthorised deletion and/or disclosure.
- All personal and sensitive information must not be viewed, shared or distributed to any person/s other than the Office Bearer/s who have responsibility of such information of the P&C Association.
- Content discussed in the official TWPS P&C WhatsApp group must not be viewed, shared or distributed to any person/s other than the Office Bearer/s who have responsibility of such information of the P&C Association.
- All personal and sensitive information when no longer required must be disposed of securely once written approval has been received from a member of the executive.
- Confidential information of a P&C Association must not be used, disclosed, copied, published or removed by any member of the P&C Association.

Signed: _____ Name: _____

Office Bearer Title: _____ Date: _____