

Confidentiality Agreement

I confirm that I understand that 'Confidential Information' means all information of a confidential nature regarding the organisation's business or affairs, or those of any person or entity with which the organisation deal, including but not limited to information about clients staff contractors and/or their termination and any other information which the organisation advises you is confidential.

I have read and understood the documentation that was provided to me that outlines Life Without Barriers Privacy Policy and associated Procedures. I confirm that I have understood these documents and have been given the opportunity to clarify any questions or concerns that I have about these documents.

I have been advised of the appropriate supports that Life Without Barriers has available to me if I have any questions that arise during my employment/contract and that I am able to utilise these services and people at anytime during my employment. I am aware that I should contact my Case Manager should I wish to discuss any questions that I may have about these processes.

I undertake to protect and respect the right of confidentiality of any person or persons to whom I may receive information in respect of/about or may be employed to care for, and to treat as confidential information given to me in the execution of my duties.

I will not disclose any information without the express permission of the appropriate organisational representative and/or the person to whom such information is related (as applicable).

Requests for personal information pertaining to clients, employees, volunteers or carers of Life Without Barriers will be directed to my Case Manager.