



Confidentiality Agreement

Allinda's Care & Companion Service is committed to ensuring we comply with relevant privacy, Confidentiality and security legislation to protect our clients, staff and our Organisation.

All staff members have a responsibility to ensure that client information is kept confidential.

As part of my employment I am required to understand and agree to the following:

- **I WILL ONLY** access information I need to do my job.
- **I WILL** provide all photographs of clients to Allinda's Care & Companion Service.
- **I WILL NOT** disclose, copy, release, alter, misuse, be careless with or destroy any confidential information.
- **I WILL** report any activities to my manager that I suspect may compromise the privacy or confidentiality of information. I understand these reports, made in good faith, will be held in confidence to the extent permitted by law.
- **I WILL** protect the privacy of Allinda's Care & Companion Service clients and employees.
- **I WILL NOT** discuss any client or staff member on any public arena including Facebook, Twitter or any other computer based forum
- **I AM RESPONSIBLE** for my use or misuse of confidential information.
- **I UNDERSTAND** my obligations regarding confidentiality will continue after termination of my employment.

All staff are asked to have knowledge and understanding of the Privacy Act (1988)

A breach of confidentiality can result in dismissal

I have read the above Confidentiality Statement and understand this statement and comply with this Agreement.

Staff signature Date:

(Print name)