



## CONFIDENTIALITY AGREEMENT

Name of Service: \_\_\_\_\_

I understand that during the course of my employment with you, you have and may disclose to me, information which is confidential to you, the Church, your clients and/or parishioners.

I \_\_\_\_\_ (full name of staff member)  
 of \_\_\_\_\_ (Address)

recognise that as a condition of my employment with *Catholic Early Learning and Care* confidentiality of such information is acknowledged and further:

- ◆ Except as required by law, I agree to keep that information in the strictest confidence for and after the duration of my employment and not to disclose that information directly or indirectly to anyone other than a person you have notified to me to be a person authorised to receive that information;
- ◆ I will never use that information for my own benefit or for the benefit of any third party; and
- ◆ I agree not to retain any confidential information or documents used by me or others during the term of my employment; and
- ◆ I also agree that I will promptly upon leaving your employment and in the event of any request made by you hand over to you all notes, correspondence and other written, printed or photographed material in my possession, power or control containing any such information (and further that I will not retain other than in the course of my employment any such information).

I understand and agree that this undertaking shall run to the benefit of and be enforceable by your successors or assigns.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 (Signature of Application) (Date)

\_\_\_\_\_  
 (Name of Witness PRINT)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 (Signature of Witness) (Date)