

Attachment A – NILS Confidentiality Agreement

Community Care Beenleigh Districts Inc. NILS Confidentiality Agreement

Community Care Beenleigh Districts Inc is committed to maintaining the confidentiality of client information to maintain respect, dignity and privacy of clients.

This includes a commitment to:

- Complying with the Commonwealth Privacy Act 1998 and the relevant privacy legislation
- Ensuring that information regarding the NILS client is confidential. It will not be available to other workers or volunteers within the organisation, ensuring that the client's privacy and confidentiality is protected at all times
- Ensuring that personal files or other information regarding loans are kept within the program in a secure filing system/loan administration database
- Ensuring that only information that is relevant to the loan application will be gathered and kept
- Ensuring information is not used or disclosed for a purpose other than that for which the information was given
- Ensuring that clients are notified that the information they provide may be used for statistical purposes, however no identifying details such as name, address etc. will be used
- Ensuring that information gathered that is not relevant or does not need to be kept on file is shredded
- Ensuring that information gathered about the client will not be available to other workers or volunteers within the organisation, unless approved by the client in writing. In addition, no information gathered about the client can be disclosed to any other organisation, including other NILS Programs, [without client consent].
- Ensuring clients are treated fairly and with respect regardless of personal circumstances or beliefs.

Therefore, I (print in full) _____ hereby agree to ensure that I uphold these practices and do not in any capacity, be it verbal, written or any other form of electronic communication, disclose to any person, persons or organisations outside of Community Care Beenleigh Districts Inc itself any confidential aspect of Community Care Beenleigh Districts Inc operation, including information about NILS clients, suppliers, policies, procedures and work methods.

Any breach of this Confidentiality Agreement may result in instant cessation from involvement with the NILS Program. Further, I agree not to disclose any confidential aspect of the Community Care Beenleigh Districts *NILS* operations after ceasing my relationship with Community Care Beenleigh Districts Inc.

I accept the above conditions.

Signed: _____ Date: _____