

Data access and confidentiality agreement

Note: Please sign and return this document to admin@antipovertycentre.org. Please get in touch with the co-coordinators if you have any questions about this agreement.

The Antipoverty Centre values privacy and in doing so seeks to uphold best practices. Privacy is particularly important to the community of people who contribute to our work and who we support given the specific circumstances facing people in poverty and those in the welfare system.

We are bound by the Commonwealth Privacy Act 1988 and local state and territory equivalents. This is a legally binding agreement between you and the Antipoverty Centre about confidential information that you may have access to, and intellectual property in materials that you may create, in your participation in our activities.

The term 'confidential information' includes any information about our organisation, operations, financials, strategic plans, suppliers, employees, clients and stakeholders that is not public. You must only use our confidential information to perform activities in relation to the Antipoverty Centre's work, and you must not disclose it any other person or organisation (unless we ask you to).

Under this agreement you commit to treat any personal information (names, addresses, emails, phone numbers, any other information that could be used to identify a person) that is held by the Antipoverty Centre to be confidential and will not copy, distribute or share personal information with any person or organisation outside the Antipoverty Centre without explicit permission to do so.

Information obtained through telephone contact, databases or any other means is to be kept strictly confidential and not shared, released, exported or removed (electronically or manually) from the system in which it is being used unless required for the purpose of completing your duties.

Login information including passwords for online systems must never be shared.

Data may not be inappropriately inserted, updated or deleted.

Any physical copies of data must be tracked and accounted for during use, and securely destroyed (shredded) after use. You must return and cease accessing physical or digital copies of all material containing our confidential information to us if we ask you to, or when your involvement in our activities ends.



You acknowledge that privacy and data security is everybody's responsibility and undertake to notify the co-coordinators or a member of the governance committee immediately should you become aware of any data security or privacy concerns

You agree to only use your access to Antipoverty Centre data and assets for legitimate activities of the organisation.

You agree not to use your access to Antipoverty Centre data and assets for a personal purpose, profit or benefit, or that of another person or organisation.

I affirm that I have read and agree to the above and that the terms of this agreement are binding and continue after my work with the Antipoverty Centre ends.

Name:

Email:

Phone:

Address:

Signature:

Date: