DROUIN WEST
PRIMARY SCHOOL
EST. 1874

535 Main Neerim Road, Drouin West, 3818
PO Box 176, Drouin, VIC 3818
Ph: (03) 5625 1971
E: drouin.west.ps@education.vic.gov.au
School Principal: Kelly Halliday
www.drouinwest.vic.edu.au
ABN: 81 960 156 844

Confidentiality agreement between school volunteers and Drouin West Primary School

In the course of working/volunteering as a member of Drouin West Primary School, whether directly or indirectly, I may become aware of information belonging to Drouin West Primary School that is confidential. School information is by its very nature confidential, or it has been deemed confidential.

I will take all reasonable steps not to disclose any such information in any form to any parties other than those staff who would need to know.

I undertake to not access, use, modify, disclose, or retain any confidential information of Drouin West Primary School that I have acquired, except for the purpose for which the confidential information was acquired.

This confidentiality agreement is made for the benefit of the school. It survives beyond the end of my temporary position covered by the agreement. All documents and information (including electronic) related to Drouin West Primary School will be securely disposed of in keeping with the school's policy.

Confidential Information includes information:

- Of a personal nature relating to students and their families
- Which related to the internal management and operations of Drouin West Primary School
- Which relates to the personnel, policies and strategies of Drouin West Primary School

Breach of this confidentiality agreement may result in a demand for my resignation, following determination by the Drouin West Primary School Council.