



Volunteering with Wesley Mission Queensland Confidentiality Agreement

Volunteers are required to maintain confidentiality regarding information involving the organisation, including the people we support, paid staff, volunteers, donors, and others.

Information must not be disclosed to anyone outside the organisation or to others within the organisation, unless express permission is given to do so by the Local Service Manager. Breaches of confidentiality will result in disciplinary action or termination of the volunteer's engagement with the organisation, other than where the volunteer can show specific circumstances that justify the breach.

All persons, including staff, contractors, volunteers and students who come into contact with, or have access to, confidential information have a responsibility to maintain the privacy, confidentiality and security of that information.

Confidential information may include information relating to:

- Clients, residents, customers, donors, family and friends; including but not limited to:
 - Medical records, conversation, financial information, donations, photographs, videos, other media recordings
- Employees, Contractors, Volunteers, Students, including but not limited to:
 - Salaries, employment records, disciplinary actions, health status, photographs, videos, other media recordings
- Business information; including but not limited to:
 - Financial records, reports, memos, contracts, computer programs, technology
- Third Parties; including but not limited to:
 - Vendor contracts, computer programs, technology
- Operations improvement, Quality Assurance, Peer Review; including but not limited to:
 - Reports, presentations, survey results

Be aware that you are personally responsible for social media content and if you break the law, you are personally liable. Unless you are authorised to do so, DO NOT:

- Make any official comment involving the organisation; including the people we support, paid staff, volunteers, donors, and others.
- Post photos of the people we support, paid staff, volunteers, donors, and others.
- Breach the personal privacy and that of others by including personal information of either yourself or others or any information that could lead to the identification of individuals.
- Post misleading information regarding your or other's role within the organisation.

If you have authorisation to comment you must disclose your position within Wesley Mission Queensland.

DECLARATION

I am aware that failure to comply with this agreement may result in the termination of my volunteer position at Wesley Mission Queensland and/or civil or criminal legal penalties.

I understand this means I cannot discuss anything about my experience with Wesley Mission Queensland, except in general terms.

By signing this, I declare that I have read, understand and will comply with this agreement:

Name:

Signature:

Date: