



Volunteer/Contractor Confidentiality Agreement

This Confidentiality Agreement applies to Big Brothers Big Sisters Australia, In 2 Life Community Services, and any associated programs, including Stride Education, Melbourne Youth Bus, Collective Impact, and Streetlight Community.

As a Volunteer or Contractor providing services to Big Brothers Big Sisters Australia and In 2 Life Community Services, I acknowledge that I may have access to sensitive and confidential information. I understand that maintaining the confidentiality of this information is essential to protecting the privacy, safety, and integrity of the individuals and organisations involved.

This agreement outlines my obligations regarding the handling, storage, and disclosure of confidential information to ensure the highest standards of privacy and professionalism.

I, *(insert your name)*

understand that as a Volunteer/Contractor providing a service to Big Brothers Big Sisters Australia and In 2 Life Community Services, I will be privy to sensitive and confidential information during the term of my Contractor Agreement.

I also understand that continuation of the Volunteer/Contractor Agreement is dependent on my respecting the Confidentiality Agreement and all the terms outlined below;

1. I will handle all confidential and sensitive information with the utmost sensitivity and discretion.
2. During the course of my work, I will have access to sensitive information, which must not be shared, discussed, or disclosed in any manner beyond what is required for my role.
3. I will respect all private and professional conversations and will not share their contents with individuals outside Big Brothers Big Sisters Australia and In 2 Life Community Services.
4. I understand that accessing any confidential information beyond what is necessary for my work with Big Brothers Big Sisters Australia and In 2 Life Community Services is strictly prohibited.
5. I acknowledge that handling, viewing, or working with confidential records or documents must be done in the strictest confidence.



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6. I understand that copying, emailing, distributing, or removing any confidential or sensitive documents from the premises, in any form, is strictly prohibited.
7. Any information obtained during my work must not be shared externally or with any person outside Big Brothers Big Sisters Australia and In 2 Life Community Services.
8. As a Volunteer/Contractor, I am permitted to use intellectual property owned by Big Brothers Big Sisters Australia and In 2 Life Community Services solely for the completion of my assigned work. However, ownership of such intellectual property remains with Big Brothers Big Sisters Australia and In 2 Life Community Services, and it must not be copied, distributed, or removed from the premises without authorisation.
9. All Volunteers/Contractors associated with Big Brothers Big Sisters Australia and In 2 Life Community Services must comply with all company policies and procedures while working on the premises or at designated locations.
10. I understand that any breach of this agreement constitutes serious misconduct and may result in immediate termination of my Volunteer/Contractor Agreement. Additionally, breaches may result in legal action or other consequences as deemed necessary by Big Brothers Big Sisters Australia and In 2 Life Community Services.

I have read the terms of this Confidentiality Agreement and sign this document as agreement to all the above-mentioned conditions.

Your Name:

Phone:

Email:

Signature:

Date:

Manager Name:

Signature:

Date:
