



Irish Support Agency
Non-Disclosure Agreement
06 October 2022

Non-Disclosure Agreement

1. Introduction

In the course of our work the Irish Support Agency, NSW Inc collects and stores personal and/or health information from its employees, volunteers and clients.

The Irish Support Agency, NSW Inc complies with the *Privacy Amendment (Private Sector) Act 2000* and the National Privacy Principles. The Irish Support Agency Privacy Policy outlines the way in which personal information is collected, protected, used, disclosed and stored.

2. Personal Information & Health Information

'Personal information' is any information which can identify a person, including their name and address. 'Health information' is sensitive personal information which includes information about a person's health, disability, use of health services or other personal information. Sometimes, details about a person's health or medical history can identify them, even if their name is not attached to the record/details. This is still 'personal information'. Both personal information and health information are regarded as confidential information by the Irish Support Agency.

3. Financial Information

In the course of the year the Irish Support Agency will receive requests from members or donors to make payment via a credit/debit card. If the person is present, it is preferable for the card to be presented alongside one of the smart technology apps that captures the data allowing the transaction to be processed in real-time. On occasion when the person is not present, the card number, expiration data and CCV must be entered manually. Where this is necessary, the information must also be entered and processed in real-time as the information is relayed. It is imperative that no record is kept of the financial details for future use.

4. Types of Information You May Come into Contact With

In the course of your work with the Irish Support Agency, you may be involved in the collection, use, disclosure and storage of confidential information, relating to:

- Clients and their families (such as conversations, records or documents containing their address, date of birth, information about their health etc.)
- Employees or volunteers (such as employment records, contact details etc.)
- The Irish Support Agency (such as internal reports, memos, reviews, policies and procedures, financial, marketing or fundraising information etc.)
- Third party information (such as information about Irish Support Agency’s sponsors, computer programs, reports or other documents etc.)

5. Agreement

I agree and acknowledge that:

- I will use confidential information only as required to perform my duties as an employee/volunteer with the Irish Support Agency.
- I will not divulge, copy, release, sell, loan, review, alter or destroy any confidential information unless authorised to do so by the Irish Support Agency.
- I will not during, or at any time after working with the Irish Support Agency, use for myself or others, or disclose or divulge to others, any confidential information relating to clients or their families, the Irish Support Agency, employees or volunteers, or any third party affiliated with the Irish Support Agency.
- I will seek advice and obtain written consent from the Irish Support Agency, NSW Inc prior to disclosing any confidential information to a third party.
- I will report activities by any individual or entity that I suspect may compromise the confidentiality of confidential information.
- I understand that any breach of confidentiality is a breach of trust and may lead to disciplinary action, termination of my services or employment with the Irish Support Agency and in some cases, civil action.

In signing this Agreement, I acknowledge, understand and accept my responsibilities under this Agreement to maintain privacy and confidentiality.

Name: _____

Date: _____

Signature: _____