

**Confidentiality agreement**

<Insert school logo>

**Confidentiality agreement between <name> and <x> school council**

Date of effect xxx

In the course of participating in school governing processes as a member of <x> school council, or its committees, whether directly or indirectly, I may become aware of information belonging to <x> school council that is confidential. School council information is by its very nature confidential or, in the case of council committees, 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 on the respective school council and committees of which I am a member, unless with the specific and minuted approval of the school council. Should conditions be placed upon that approval, I will comply with these conditions.

I undertake to not access, use, modify, disclose, or retain any confidential information of <x> school council 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 council and to ensure *principles of good governance* are met. It survives the retirement or resignation of me from any committee covered by the agreement. Upon resignation or retirement, all documents and information (including electronic) related to <x> school council will be securely disposed of, in keeping with the council’s policy [\*]

**Confidential Information** includes information:

* of a commercial nature
* which relates to individual contributions of council participants leading up to a school council decision
* which relates to the internal management and operations of <x> school council
* which relates to the personnel, policies, and strategies of <x> school council

Breach of this confidentiality agreement may result in a demand for my resignation, following determination by the <x> school council.

**Signed by**

Name in full Signature

**Witnessed by**

Name in full Signature

**Date**

**Current committee/s:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of committee** | | **Start date** | **End date** |
|  |  |  | |
|  |  |  | |

*[\*] assuming that your council has such a policy*