



ACT
Government

Education and Training

VOLUNTEERS and VISITORS IN SCHOOLS

Working with Children and Young People – Volunteers and Visitors- Policy and Procedures

CONFIDENTIALITY UNDERTAKING

I acknowledge that while working with staff, students, records and computing equipment provided by the Education and Training Directorate (the Directorate), I may be given access to or become aware of confidential and personal information, software and other data.

I agree that I will not at any time, during or following this work, use or disclose personal or confidential information, except where it is required as part of the identified activity, without the consent of the Directorate, except where it is legally required to be disclosed.

I also agree that I will not use software that I have not been authorised to access.

I also acknowledge that misuse or unauthorised disclosure of information or computer software may cause harm to the Directorate, staff and students.

Note: You are advised to read the definitions of confidential information, personal information and volunteer and visitor which are overleaf:

Name (Volunteer/Visitor):

Signature:

Date:

Witness

Name:

Signature:

Date:

1. **Confidential information** is defined as information that:

- a) relates to documents, submissions, consultations, policies, strategies, practices and procedures of the Directorate;
- b) is notified (whether in writing or not) by the Directorate to the Volunteer or Visitor as being confidential;
- c) is Personal Information.

But does not include information that:

- a) is or becomes public knowledge other than by breach of this Agreement;
- b) has been independently developed or acquired by the volunteer or visitor ;
or
- c) has been notified by the Directorate to the volunteer or visitor as not being confidential.

2. **Personal information** means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can be reasonably ascertained, from the information or the opinion.

3. **Volunteer** means a person who supports educational programs of schools either through direct contact with students or through school activities without financial gain or reward. A person may volunteer either directly to a school as an individual or through the auspices of a community or other organisation.

4. **Visitor** means a person from the wider community who provides services directly to students or in support of students for financial gain. They may work through an employing organisation, or be self-employed.