



Confidentiality Agreement – HR12

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GROW Support Services Inc. (GROW) staff or Management Committee Confidentiality Agreement.

GROW respects the need to keep information related to fellow staff members, participants and families in the utmost confidence.

All staff and management committee members are expected to respect all boundaries of confidentiality as a condition of continuing employment or volunteering with GROW.

Whilst staff has access to participant information, it is given in trust, and participant confidentiality is never to be breached.

**Staff or management committee members must not::**

- Discuss participant or staff information in a trivial manner
- Discuss information about participants or staff with their own circle of friends, families or other people not professionally associated with GROW
- Pass on information or discuss information with another affiliated service provider that is not factual, relevant or has consent to do so provided.
- Divulge information over the telephone, or to visitors, about a participants or their family's whereabouts
- Discuss behavioural information about a participant with family members of another participant
- Give out telephone numbers or addresses of participant's homes to members of the public
- Leave any participant or staff members information in unsecured public places
- Breach their obligation of confidentiality towards the participant group and their families.

This obligation does not cease at the end of employment

Proven breach of confidentiality will result in disciplinary procedures being enacted and can result in termination of employment or your volunteer role.

Due to the nature of your work in the community while supporting a participant or providing volunteer support as a management committee member, GROW requires you to access confidential information relating to the participant or staff you support. The information supplied to you needs to be kept in a safe secure place.

By signing this agreement, you acknowledge your responsibility in keeping all information provided to you confidential.

**Name** : .....

**Signature:** .....

**Date** : .....