



Reflux Infants Support Association (RISA) Inc

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Fortitude Valley

ABN: 64 158 190 024

Queensland 4006

Ph: 07 3229 1090

Website: www.reflux.org.au Email: info@reflux.org.au

Incorporated Association: IA11510

CONFIDENTIALITY AGREEMENT

I, (name) _____

agree that I will maintain at all times the confidentiality of all privileged or proprietary information to which I am exposed whilst working as a volunteer with Reflux Infants Support Association Inc, whether this information involves a client, a volunteer or other person, or involves overall agency business.

(Sign) _____

(Date) _____

PROPERTY AGREEMENT

I, (name) _____

agree to the safekeeping of all property, documents and information given to me by RISA Inc for the better implementation of my duties, and that it shall at all times remain the property of the Reflux Infants Support Association Inc. I also agree that I have no right, title or interest in it.

I agree, at the request of RISA Inc, to return in good condition to the organisation all equipment, documents, records, notebooks, computer storage devices and anything else containing the organisation's confidential information, including all copies thereof, as well as any other company property, in my possession, control or custody. I also agree to delete from my own computer or other electronic storage medium any of the organisation's proprietary or confidential information. I agree not to copy any material, electronic or hardcopy belonging to RISA Inc without its express written permission. Not later than 20 days after my services are terminated, I will certify in writing to RISA Inc that I have complied with these obligations.

I will not, at any time, directly or indirectly, use or disclose any of RISA Inc's confidential information except as authorised and within the scope of my duties with the organisation.

(Sign) _____

(Date) _____