



AUSTRALIAN REFUGEE VOLUNTEERS INC

CONFIDENTIALITY AGREEMENT

BACKGROUND AND PURPOSE

ARV is a completely volunteer-run organisation that runs recreational and developmental programs aiming to *improve the lives of children from asylum seeker and refugee backgrounds*.

ARV's clients are the children who participate in the programs. ARV is committed to maintaining the confidentiality and privacy of its clients, and their families.

It is essential that volunteers understand, respect, and comply with the Confidentiality Agreement in relation to their work with ARV.

This Confidentiality Agreement applies to all volunteers and members of Australian Refugee Volunteers Incorporated (ARV) including general program volunteers, Program team members and management, Support team members and management, Committee members, and those engaged for discrete volunteer assistance.

CONFIDENTIALITY AGREEMENT

In consideration of any information I discover or observe or that is disclosed to me by children, adults, volunteers, management or anyone else during the course of my work with ARV, in relation to any child or adult ARV works with, I undertake as follows:

1. I will keep all information secret and confidential and will not, without ARV's prior written consent, or where required by law, disclose or reveal the information or any part thereof to any person.
2. I will keep secret and confidential any information of whatever nature relating to the children and their families obtained during the course of my work with ARV, particularly any information that may identify a particular child or parent such as their name, age, gender, country of origin, address, phone number, religion, or the particulars of their circumstances.
3. I will not engage in any communications with the media about any aspects of ARV, including anything to do with the children and families ARV works with.
4. This duty of confidentiality operates both during the time I am an ARV volunteer and after I stop volunteering with ARV.

AGREEMENT

All volunteers agree to the ARV Confidentiality Agreement when they register as a prospective member and volunteer on the ARV Admin Site. ARV reserves the right to amend this Agreement at its discretion, and will notify volunteers and members of amendments.