



Confidentiality Agreement Employee

I acknowledge that during the course of my employment at Shire of Mundaring, I will have access to information that may be of a personal, commercial or sensitive nature.

I will treat all such information as confidential unless otherwise informed by my Service Manager.

I confirm that I have read and understand the requirements of Shire of Mundaring's Code of Conduct; in particular I agree to the following:

- I will not use confidential information for any purpose other than as approved by my Service Manager.
- I will not make improper use of any information acquired during the course of my employment with the Local Government:
 - (a) to gain directly or indirectly an advantage for myself or any other person; or
 - (b) to cause detriment to the Local Government or any other person.

I acknowledge that I:

- (a) will be given access to the information necessary for me to complete the requirements of my employment;
- (b) will not access information held by Shire of Mundaring relating to a matter in which I may have a personal, financial or proximity interest unless that information is freely available to any other ratepayer or obtainable under the *Freedom of Information Act*;
- (c) must ensure that information provided to me will not be disclosed to any person or body not legally entitled to receive it;
- (d) must take all reasonable precautions to prevent any loss, damage, theft, unauthorised disclosure, access to or use of confidential information; and
- (e) must surrender all documents, records, equipment or as yet unspecified items at the end of my employment.

Name (please print): _____

Signature: _____

Date: _____