



# Wildlife Rescue Australia Confidentiality Agreement

All members of **Wildlife Rescue Australia (WRA)** have a legal requirement and an obligation to abide by this Confidentiality Agreement.

Except as required by law, members must not disclose, or allow to be disclosed, in any form or by any means any confidential information of which the member becomes aware during the course of their membership or through the performance of their duties.

For the purpose of this Confidentiality Agreement, “confidential information” is defined as any confidential or proprietary information provided by **WRA** (in any form) to any member in connection with their membership, including:

- > the names, details and any information relating to the affairs of the clients, customers, potential customers, suppliers or members of **WRA**;
- > matters of a technical nature, trade secrets, technical data, marketing procedures and information, pricing and/or discount structures, accounting programs and procedures, financial information, strategic and organisation plans and like information relating to the organisation of **WRA** ;
- > other information which **WRA** informs the member is confidential or which, if disclosed, the member knows or ought reasonably to know, would be detrimental to **WRA**; and
- > all other information which is imparted to the member in circumstances which the member knows or ought reasonably to know that the information is confidential to **WRA** or any persons with whom **WRA** is concerned,

but excludes any information that is public knowledge or is in the public domain.

The member:

- > may use confidential information solely for the purposes of performing their duties as a member of **WRA** and must not use confidential information for their own personal financial or other gain;
- > must not communicate (or permit anyone else to communicate) any confidential information, except with the prior written authority of **WRA**; and
- > may only disclose confidential information to persons who are aware that the confidential information must be kept confidential and who have a need to know (but only to the extent that each person has a need to know).

The member’s obligation to maintain confidentiality does not extend to confidential information that the law requires to be disclosed.

Members must store all confidential information in a secure manner.

At the end of any member’s membership, the member must delete all those documents and records held in material or electronic form at any place in the member’s control.

The member’s legal requirement and obligation of confidentiality will continue after the end of the member’s membership in respect of all confidential information, other than information forming part of the member’s stock of general skill and knowledge.

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