

AUWU Volunteer Worker Confidentiality Agreement

DOC STATUS:
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FOR THE PROTECTION OF
CONFIDENTIAL DATA OR PERSONALLY IDENTIFIABLE INFORMATION

Volunteer Workers of the Australian Unemployed Workers' Union (AUWU) may be entrusted through the course of their work with **Confidential Data** including protected, sensitive, or **Personally Identifiable Information** regarding members and volunteers, and other contributors to the work of the AUWU. This type of information is protected by AUWU policy and by law.*

Personally Identifiable Information includes any information that identifies or describes the individual or data (excluding information made available from public data such as directory listings). Examples include but are not limited to advocacy intake information, membership intake information, campaign actions and events (including petitions), and Centrelink related information. Such data combined with an individual's first and last name (or first initial and last name) qualifies as **Personally Identifiable Information**.

Accessing, using and/or disclosing **Confidential Data** or **Personally Identifiable Information** for any reason other than the legitimate pursuit of the individual's volunteer employment duties or in ways that jeopardize the security of such information constitutes misuse.

All volunteer workers are charged with safeguarding the AUWU computer network and associated data and may not disclose their login credentials to a third party unless authorized to do so by an Operations Coordinator. Access to any AUWU system with a volunteer worker's login (username and password) is the responsibility of the volunteer worker. Volunteer workers are also responsible for immediately reporting to an Operations Coordinator (suspected or actual) use of their login by someone other than themselves.

A volunteer worker's access to **Confidential Data** or **Personally Identifiable Information** of the AUWU is conditioned upon the volunteer worker's acceptance of the obligations described in this Confidentiality Agreement. The volunteer worker's obligation to protect such confidential or sensitive information continues after termination of association with the AUWU. Any misuse or unauthorized release of such information, either during or subsequent to the conclusion of association with the AUWU, may be grounds for legal action and/or disciplinary action up to and including expulsion from the AUWU.

*State law: Privacy and Data Protection Act 2014 (Victoria)

(http://www8.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/num_act/padpa201460o2014317/);

Federal law: Privacy Act 1988 (<https://www.legislation.gov.au/Details/C2014C00076>);

Australian Unemployed Workers Union Privacy Policy

(<http://unemployedworkersunion.com/use-of-website/>).

AUWU Policy Development Team further info:

(<https://privacy.org.au/resources/privacy-law/plawscith/#PAct>)

I, the undersigned, understand and agree that having access to **Confidential Data** or **Personally Identifiable Information** does not grant me permission to actively seek, examine, use, transmit, share, copy or change such information and that I will only actively seek, examine, use, transmit, share, copy or change such information if (i) such permission has been granted by either my supervisor or manager (or his or her designee), or by the individual entity that may be considered the keeper of such information for a specific purpose within a specific timeframe; and (ii) such examination, review, or use is necessary for the performance of my duties and responsibilities as an employee of the AUWU. I have read the *Volunteer Worker Confidentiality Agreement* and understand that unauthorized use or disclosure of **Confidential Data** or **Personally Identifiable Information** will result in disciplinary action up to and including expulsion from the AUWU, and the possible imposition of legal liability and/or fines pursuant to applicable state and federal laws. I also understand that my obligation to protect AUWU-related data continues after separation from the Australian Unemployed Workers Union.

First Name:

Last Name:

Signature:

Date: / /

Please print out, sign, scan or photograph, and return this page as an email attachment to:

Administration Officer

Australian Unemployed Workers Union

admin@unemployedworkersunion.com