



U3A Dandenong Inc. ABN: 86 401 693 866

Non-Disclosure agreement

U3A Dandenong Inc.

Revision Table

Revision	Updated by	Role	Change	COM Approval Date
1.0	J Keane	President	Initial Issue	8/12/2020
2.0	J Keane	President	Updated wording in point 3	23/01/2023

References

Dandenong U3A Inc Documents	External Reference Documents
Privacy Policy DU3A	Kyneton U3A Non-Disclosure Agreement
Members Details Security Policy DU3A	
OVIC Privacy Impact Assessment DU3A	

1. **The Parties.** This Volunteer Non-Disclosure Agreement, referred to as the “Agreement”, applies to _____, referred to as the “Volunteer” (Committee members, Tutors and other members with access to Dandenong U3A ’s management systems) , associated with and/or involved in the activities or affairs of Dandenong U3A Inc. with a mailing address of P O Box 209 Noble Park 3175, Victoria , referred to as Dandenong U3A Inc., with both the volunteer and Dandenong U3A inc. collectively referred to as the “Parties”.
2. **Confidential Information.** All proprietary information generated through, originating from or having to do with Dandenong U3A inc. or persons associated with its activities, including contractors, is to be considered Confidential Information and is not to be disclosed to any outside party. This includes, but is not limited to, printed matter, resources, documents, information, policies, procedures, that are not readily accessible on the dandenongu3a.org.au website, conversations, messages (received or transmitted), contacts, e-mail lists, and e-mail messages, whether internally between members or outside Dandenong U3A inc.

Course materials created by a Tutor belongs to the Tutor who created the material and is only to be distributed/used with their permission. Materials produced during participation in a course/activity are not considered confidential.
3. **Members.** Members information is not to be disclosed to any third party under any circumstances without the written consent of the Dandenong U3A Inc. Committee unless the release of information is expressly agreed to by the member.
4. **Damages.** Any disclosure, misuse, copying or transmitting of any confidential information, whether intentional or unintentional, for any purposes other than the operation of Dandenong U3A Inc. will subject the volunteer to disciplinary action, prosecution, and/or monetary damages according to the procedures set by Dandenong U3A Inc. and any applicable laws.
5. The signature of the volunteer below acknowledges his/her agreement to the aforementioned terms and that he/she has read and agreed to comply with the Dandenong U3A Privacy Policy.

Volunteer’s Signature _____

Date _____

Print Name _____