



## AUSTRALIAN KINESIOLOGY ASSOCIATION INC.

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Australian Kinesiology Association

ABN: 31 074 034 709

## APPENDIX A

### CONFIDENTIALITY AGREEMENT

I, the undersigned, agree to hold confidential, all information that the Australian Kinesiology Association Inc., has placed restrictions on, either by natural understanding, Memorandum of Understanding, Terms of Reference, or Contract. I agree to uphold the Australian Kinesiology Association Inc., Confidentiality Policy and Procedure, and any conditions set by the Association.

I, the undersigned, undertake to:

1. Access information held by the Australian Kinesiology Association Inc., only when necessary to the performance of my assigned duties;
2. Make no attempt to replicate or copy any of the material in any way, unless absolutely necessary in the performance of my assigned duties. I will obtain written consent from the Australian Kinesiology Association Inc., should it be deemed necessary to copy any material in the performance of my assigned duties;
3. Oversee the storage and handling of restricted and/or sensitive information on any device, including personal devices, that are accessed during duties performed for or on behalf of the Australian Kinesiology Association Inc., to minimise the risk of its diversion into unauthorised channels;
4. Take reasonable care and properly secure confidential information on my computer and will take steps to ensure that others cannot view or access such information;
5. Not disclose my personal password(s) to anyone without the express written permission of the Australian Kinesiology Association Inc., or record or post it in an accessible location, and will refrain from performing any tasks using another's password; and
6. Notify the Australian Kinesiology Association Inc., if I have reason to believe that my access codes and passwords have been compromised.
7. Sign a new Confidentiality Agreement upon any updates and/or upon request.

#### This confidentiality agreement is made between:

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

POSITION HELD/SERVICE ENGAGEMENT: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/20\_\_\_\_

#### AND THE AUSTRALIAN KINESIOLOGY ASSOCIATION INC.

REPRESENTATIVE NAME: \_\_\_\_\_

POSITION HELD: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/20\_\_\_\_

**OFFICE USE ONLY.** Received/filed by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_