



VOLUNTEER NON-DISCLOSURE AGREEMENT

1. The Parties

“Volunteer” Committee members, Convenors and other members with access to U3A Hobson’s Bay/Williamstown (HBW) management systems UMAS.

2. Privacy Policy

Volunteers agree to read and accept the conditions of the U3A HBW Privacy Policy

<https://u3ahbwilli.org.au/policies-and-procedures/>

3. Members’ Information

Volunteers accessing information from UMAS must only use that information for a U3A purpose eg convenor accessing class lists

Personal information must not be shared for any NON U3A activity or private purpose.

Member’s information is not to be disclosed to any third party under any circumstances without the written consent of the U3A HBW Committee.

4. Confidential Information.

All data, materials, knowledge, and proprietary information generated through, originating from or having to do with U3A HBW 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, documents, information, designs, printed matter, policies, procedures, conversations, messages (received or transmitted), resources, contacts, e-mail lists, and e-mail messages, is confidential and the sole property of U3A HBW.

5. Signature

The signature of the volunteer below acknowledges their agreement to the aforementioned terms.

Volunteer’s Signature _____ Date _____

Print Name _____

The purposes of U3A Hobsons Bay Williamstown collecting personal information and images of members include to:

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| <ul style="list-style-type: none"> • maintain accurate membership information • access relevant information in the event of a medical emergency affecting a member • provide activities for members | <ul style="list-style-type: none"> • publicise and promote U3A Hobsons Bay/Williamstown • administration purposes • meet requirements of funding bodies. |
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