

As a HelpAlong employee, I hereby abide by the Privacy and Confidentiality rules of the Company as stated below:

## 1. Privacy and Confidentiality

- 1.1. I will not disclose any private or confidential information to any persons who are not employed by HelpAlong or to clients unless consent has been obtained. Confidential information includes but is not limited to the following:
  - Client personal information, medical examination results, and family details.
  - Workers, contractors, and volunteers.
  - Business Information such as financial records, reports, memos, contracts, computer programs, and technology.
  - Company processes, operations, and service specifications.
  - Company intellectual property, policies, procedures, and practices.
  - Any other information regarding company activities and undertakings that could have a detrimental impact to the Company should privacy and confidentiality be breached.
- 1.2. I will strictly follow privacy and confidentiality rules at all times and will not disclose anything even after the end of my employment with the Company.
- 1.3. I will follow the rules and regulations set by the Company.
- 1.4. I will not carry any client information home unless approved by the Company.
- 1.5. I will not carry any documents of the Company home for personal use.
- 1.6. I will not make any interest in review of any confidential, secret, and sensitive records or documents of the Company.
- 1.7. I will not disclose, copy, release, sell, alter, or destroy any confidential information, either electronic or paper based unless it is part of my role.
- 1.8. I will only access information I need to do my role.
- 1.9. I will not misuse or be careless with confidential information.
- 1.10. I will not disclose my personal computer passwords and will only use shared passwords in authorised situations.
- 1.11. I accept responsibility for all activities undertaken using my password.
- 1.12. I know that my access to confidential information may be audited.
- 1.13. I will protect the privacy of clients and workers.
- 1.14. I am responsible for my use or misuse of confidential information.

## 2. Examples of Breaches

- 2.1. Accessing information that you do not need to know to do your role:
  - Unauthorised reading of a client's record or an employee file.
  - Accessing families, friends, or colleagues' personal information.
- 2.2. Divulging private and confidential information without the individual's consent:
  - Discussing or gossiping about client details in situations unrelated to role.
  - Conducting a conversation relating to client or worker information in a public place.
  - Disclosing client or worker information via any form of social media.

2.3. Sharing, copying, or changing information without proper authorisation:

- Making unauthorised changes to a client’s medical record.
- Making unauthorised changes to a worker’s file.
- Copying and forwarding client or worker information to a third party without having verbal or written consent.

3. **I am aware that failure to comply with this agreement may result in the termination of my employment and/or civil or criminal legal penalties. By signing this, I agree that I have read, understand, and will comply with this agreement:**

Employee Name		Date	
Employee Signature			
HelpAlong Pty Ltd		Date	

If you think you are too small  
to make a difference,  
try sleeping with a mosquito.  
– Dalai Lama XIV