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Meeting rooms available for hire all hours
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PRIVACY AGREEMENT

This Privacy Agreement relates to Workers and paid or unpaid Volunteers at Maleny Neighbourhood Centre Association Inc.

Information that needs to remain confidential and private comes from the following sources:

- Organisational information - this includes written and verbal information from Management Committee meetings, sub-committee meetings, volunteer meetings and any other meeting of the organisation where discussion takes place
- Client information - this includes written and verbal information from clients and service users to volunteers, staff and management committee members.

Maleny Neighbourhood Centre will endeavour to protect confidentiality wherever possible and will create an environment of respect and privacy for its management committee members, staff, volunteers, clients and service users.

Confidentiality applies to verbal information, written information and information stored and passed on, by computers. All organisational information from the Management Committee, staff and volunteers will be filed and where appropriate will be filed in a locked cabinet.

The MNC Management Committee has the responsibility to ensure that written information is stored in a confidential and private way. Other persons may be nominated from either the Management Committee, staff or volunteers to assist with this responsibility.

All meetings, discussions and interviews will take place in a private space. It is acknowledged that due to accommodation constraints this may at times be difficult.

Information may only be disclosed or given in the following circumstances:

- The client or service user gives permission
- Where the issue of safety of other service users, clients, staff or volunteers or management committee may be endangered
- Where there are significant issues of safety or well being that ethically, legally or morally; require a management committee member, service user, client, staff or volunteer or report to another authority, this should always be discussed with an accountable person within the organisation such as the Secretary, President, Treasurer or another member.

As an employee at MNC (paid or unpaid) I have read the above Privacy Agreement. I agree to abide by the conditions and processes outlined above.

Name:

Position:

Signature:

Date:

Maleny Neighbourhood Centre's mission is to foster resilient and fair communities and a just society where diversity is celebrated and participation encouraged.

FILE PATH: MNC GOOGLE DRIVE VOLUNTEER MNC VOLUNTEERS FORMS