

Volunteer Non-Disclosure Agreement

The Parties: This Volunteer Non-Disclosure Agreement, referred to as the “Agreement”,

applies and refers to _____ (Please Print Name)

the “**Volunteer**” (Office Volunteer, Committee member, Convenors and other members with access to U3A Bendigo’s Membership Administration System), associated with and/or involved in the activities or affairs of U3A Bendigo, and with a mailing address of PO Box 274, Bendigo, Victoria 3552, referred to as U3A Bendigo, with both the volunteer and U3A Bendigo collectively referred to as the “Parties”.

Confidential Information. All data, materials, knowledge, and proprietary information generated through, originating from or having to do with U3A Bendigo 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, email lists, and email messages, whether internally between volunteers or outside U3A Bendigo activities, is confidential and the sole property of U3A Bendigo Incorporated.

Members. Members information, including all hard copy or digital information, is not to be disclosed to any third party under any circumstances, without the written consent of the U3A Bendigo Committee.

Damages. Any disclosure, misuse, copying or transmitting of any material, data, or information, whether intentional or unintentional, will subject the volunteer to disciplinary action, prosecution, and/or monetary damages according to the procedures set by U3A Bendigo and any applicable laws.

The signature of the volunteer below acknowledges his/her agreement to the aforementioned terms.

Volunteer’s Signature _____ Date _____

Please sign and return this form to the Activities Coordinator.

Authorisation : This form was adopted by the Committee Of Management of U3A Bendigo Incorporated, on the 12th February 2021.