

Confidentiality Agreement

Due to the nature of operations within the Disability Services Unit (DSU) all staff who have access to private and personal information about former, current and potential colleagues and students must ensure the confidentiality and privacy of data they use in the course of their duties. The NSW Privacy and Personal Information Protection Act (1998) and the NSW Health Records and Information Privacy Act (2002) applies to The University of New South Wales. The University has comprehensive information within its privacy management plan, policies and website to inform and assist staff in understanding the requirements of the legislation.

All staff within DSU are expected to comply with the legislation and respect the privacy and confidentiality of others. This expectation means that DSU staff are not to discuss or forward information about other staff (including former staff and candidates for vacancies) or students unless there is a genuine “need to know” related to the discharge of one’s duties.

Accordingly, staff within DSU are asked to take the time to familiarise themselves with The University’s privacy management plan and related policies in relation to privacy and personal information. Each staff member is also expected to sign an explicit acknowledgement of the need to maintain the privacy and confidentiality of others arising from the need to comply with the legislation and to maintain the high professional standards that one would reasonably expect within a specialist division.

Undertaking

As an employee or contractor of The University of New South Wales in DSU I acknowledge that:

1. Information I obtain about people in the course of my duties at The University of New South Wales is private and confidential;
2. There is a legislative provision that I do not pass private and personal information onto others unless there is a work-related reason to do so;
3. Information about students with disabilities is confidential, and I must not disclose it to staff outside DSU without the student’s written consent, which is recorded in the student’s file. I must consult the student’s Disability Adviser before disclosing such information to other university staff.
4. There is a University of New South Wales privacy management plan including policies with more information and contact details in the event that I require assistance clarifying the policy in relation to private and personal information; and
5. A breach of this undertaking may be considered misconduct and consequently may involve disciplinary action being taken against the employee, possibly including termination of employment.

Study Skills Support Tutor Details

Contact Phone Number:

Tutor name:

zID:

Phone/mob:

Email:

Support provided: Study Skills Support

Rate of pay:

Signatures

Please sign below to confirm acceptance of the Study Skills Support Guidelines & Confidentiality Agreement. Please email Disabilities@unsw.edu.au if you have any further queries, or wish to discuss changes to agreed arrangements. More information is available at student.unsw.edu.au/disability

_____ [date]

Tutor Signature

_____ [date]

Supervisor Signature