



CONFIDENTIALITY AGREEMENT

Any Employee, Volunteer, Secondee, Fellow, Consultant or Professional Advisor engaged by **The Cape York Partnership Group Ltd (CYP)** in any capacity, in any role and at any location will come into contact with information which is confidential, personal, sensitive, or commercially important. Without limiting the scope of what may be confidential, this includes information relating to CYP's affairs, business dealings, and transactions.

In any capacity as mentioned above, you are required to:

- (a) Not reveal any of the Confidential Information to any person whatsoever except for those officers, employees and professional advisors of CYP who have a need to know the Confidential Information, and the Jawun Regional Director and Department/Corporate Coordinator where relevant to their management of your secondment experience have a need to know the Confidential Information
- (b) To keep all of the Confidential Information strictly secret and confidential;
- (c) To take such steps as are reasonable to preserve the confidentiality and secrecy of the Confidential Information;
- (d) Not to make copies or duplicates of the Confidential Information except to the extent that it reasonably necessary to carry out the Employer's duties.

You must not, whether during your placement, or after termination of your placement with CYP, without written authority, divulge any of CYP's confidential information to anyone other than a person authorised to receive the information, or use such information for your own personal gain.

You agree that upon termination of your placement with CYP, you will return to CYP all documents and any other materials that may contain confidential information of CYP and that you will not retain any of these documents or materials, or any copies of them.

I,....., do hereby agree to observe strict confidentiality in any actions related to client information or commercial operations as it pertains to **Cape York Partnership** activities.

I have read this form and understand that any breach of confidentiality (intentional or unintentional) is very serious and may affect my contractual arrangement with CYP.

Signed: _____ Date: _____