

Volunteer agreement

Confidentiality

I agree to keep confidential all information I obtain about Redfern Legal Centre (RLC) clients during the course of my position as a volunteer at RLC.

I understand that I cannot disclose information about RLC clients to any person not working at RLC, including information that someone is a client of RLC and/or the fact that they have attended or contacted RLC.

There may be exceptions to the above where an RLC client consents, however I agree not to disclose information in these circumstances without first consulting with an RLC staff member.

IT systems and confidentiality

I agree to keep confidential all information I obtain from RLC, including information accessed via Office365, SharePoint, Microsoft Teams and RLC email accounts.

I agree to perform all RLC work within these programs, and not download RLC information onto my work or personal computer(s).

Conflict of interest

In assisting clients of RLC, I agree to avoid any situation where I may have competing professional or personal interests and I will ensure that RLC clients' interests are not compromised.

I agree to inform my supervisor of any (potential or actual) conflict of interest as soon as it arises.

Name:

Signature:

Date: