

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 the RLC Server and Microsoft Teams.

I agree to perform all RLC work using the RLC Server and/or Microsoft Teams only, including the drafting of advice notes and legal research.

I agree to only access the records that I am requested to by my supervisor.

I agree I will not download, save, send or otherwise remove any client information from the RLC Server to my personal or to any non-RLC work email, system, device/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: