



**BOTANIC GARDENS  
AUSTRALIA AND NEW ZEALAND LTD**  
[www.bganz.org.au](http://www.bganz.org.au)

ABN  
25 952 427 724

**APPENDIX A Policy CP3 Confidentiality**

**CONFIDENTIALITY AGREEMENT**

I agree to hold confidential all information that BGANZ has placed restrictions on, and to release it to persons outside the organisation only when authorised by the organisation and subject to any conditions set by the organisation.

I undertake to:

- 1) Access information held by the organisation only when necessary to the performance of my assigned duties
- 2) Make copies of restricted information only when necessary to the performance of my assigned duties
- 3) Oversee the storage and handling of restricted information to minimise the risk of its diversion into unauthorised channels
- 4) Take reasonable care to properly secure confidential information on my computer and will take steps to ensure that others cannot view or access such information
- 5) Not disclose my personal password(s) to anyone without the express written permission of my supervisor, or record or post it in an accessible location, and will refrain from performing any tasks using another's password
- 6) Notify the BGANZ Chief Executive if I have reason to believe that my access codes and passwords have been compromised.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Secretariat:**

Botanic Gardens Australia & New Zealand Ltd, PO Box 1777, Canberra, ACT 2601

**Phone:** 02 6250 9507 **Facsimile:** 02 6250 9599

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