



# The Department of Catechesis

Syro-Malabar Eparchy of St. Thomas the Apostle Melbourne, Australia

6 Greenock Court,  
GREENVALE VIC 3059

Email- [catechism.eparchy@syromalabar.org.au](mailto:catechism.eparchy@syromalabar.org.au)  
[secretary.catechism@syromalabar.org.au](mailto:secretary.catechism@syromalabar.org.au)

## PRIVATE & CONFIDENTIAL

### Non-Disclosure Agreement

#### Non-Disclosure Agreement Articles

**Art. 1.** In the course of the volunteering for **the parish/mission/any other functional department of the Syro-Malabar Eparchy St. Thomas the Apostle, Melbourne** may disclose to Volunteers, information relating to its business including information concerning its business structure, existing and proposed business contracts, managerial, financial and marketing strategies, the identities of clients and customers, employee agreements, decisions taken in Parish council meetings and subcommittee meetings and the identities of present or proposed employees which is not available in the public domain (“Confidential Information”).

**Art. 2.** Volunteers shall keep the Confidential Information confidential and shall not disclose it or make it available directly or indirectly to any third party in any form or medium whatsoever without the express written consent of **the parish/mission/any other functional department of the Syro-Malabar Eparchy St. Thomas the Apostle, Melbourne.**

**Art. 3.** Volunteers acknowledges that the Confidential Information is sensitive and valuable and that any unauthorized disclosure or use of it could give rise to considerable damage to **the parish/mission/any other functional department of the Syro-Malabar Eparchy St. Thomas the Apostle, Melbourne** and the Syro-Malabar Eparchy.

**Art. 4** Volunteers agree not to use or exploit the Confidential Information for any purpose other than that for which it was disclosed without the written consent of **the parish/mission/any other functional department of the Syro-Malabar Eparchy St. Thomas the Apostle, Melbourne**

**Art. 5** Volunteers shall immediately notify **the parish/mission/any other functional department of the Syro-Malabar Eparchy St. Thomas the Apostle, Melbourne** of any information, which comes to its attention regarding any actual or potential unauthorized disclosure or use of the Confidential Information. Each party shall co-operate with the other in any investigation, prosecution, litigation or other action taken regarding the subject of any such information.



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**Art. 6** Upon completion of volunteering, each Volunteer shall deliver up to the other party any Confidential Information in that party's possession or control, which is capable of delivery up. Each Volunteer shall delete, erase or otherwise destroy any Confidential Information contained in any computer memory, magnetic, optical, laser, electronic or other recording media in its possession or control which is not capable of delivery up to the other party.

**Art. 7** Volunteers shall protect the Confidential Information from unauthorized access or use. Any consent, whether oral or written, by **the parish/mission/any other functional department of the Syro-Malabar Eparchy St. Thomas the Apostle, Melbourne** to the Volunteer regarding access may be confidential and may be withdrawn at any time without the necessity of giving any reason therefore.

**Art. 8** Without limiting any other provision of this annexure, the volunteers must comply with the Privacy Act 1988 ("the Act") in all respects and without limitation.

**Art. 9** Volunteers shall not accept any payment, financial reward or other pecuniary benefit of any kind from any person as an inducement or reward for any act or forbearance in connection with any matter or business transacted by or on behalf of either **the parish/mission/any other functional department of the Syro-Malabar Eparchy St. Thomas the Apostle, Melbourne** or its entities.

**Art. 10** **The parish/mission/any other functional department of the Syro-Malabar Eparchy St. Thomas the Apostle, Melbourne** facilities must not be used to access, download, copy, circulate, distribute, send, receive or otherwise communicate material that is hateful, abusive, offensive or defamatory in nature.

**Art. 11** Volunteers agree to comply with all background check information as prescribed for their volunteer position and obtain a Working with Children Check prior to commencing the role.

**Art. 12** Volunteers agree to follow the Policies and Procedures and Code of Conduct established by the Professional Standards Division of the Eparchy and follow mandatory reporting protocols and maintain confidentiality of information relating to children and vulnerable adults.