



TES STUDENT PLACEMENT CONFIDENTIALITY AGREEMENT

I acknowledge that whilst I am undertaking the placement as part of my course, I will have access to confidential and personal information about the placement organisation, its staff members, and clients of the placement organisation.

As a student enrolled at James Cook University, I understand the obligation of confidentiality of information concerning the personal affairs of the placement organisations staff members and clients.

I will not at any time disclose any confidential or personal information relating to the placement organisation, a staff member, or a client of a placement organisation that I become aware of unless the disclosure of the information:

- Is necessary to enable an employee of the placement or I to perform our duties
- Is for the purpose of obtaining legal advice from a registered legal practitioner
- Is required pursuant to an order of a Court, Commission or Tribunal
- Is in accordance with either the Privacy Act 1988 (Cth) and/or the Information Privacy Act 2009 (Qld).

I will not disclose any private or commercial information (e.g., relating to the placement organisation, its staff members, or its clients) that I become aware of (regardless of how obtained) during the placement.

I will not remove from the premises of a placement organisation, any written or hardcopy documents/files or any electronic files which belong to the placement organisation, and which may contain confidential or personal information relating to the organisation, its staff or clients, or the operations of the placement organisation.

I will not make any record(s) (other than on documents or files which belong to the placement organisation), during or after completion of my placement, which may identify any staff members or clients of the placement organisation.

I will not remove from the premises of the placement organisation any written or hardcopy documents/files or any electronic files which I have prepared during my placement, and which may identify a staff member or client of the placement organisation.

I acknowledge that to ensure a staff member or client is not identifiable; I must not record any of the following details where the recording of one or more of the details would enable the staff member or client to be identified:

- The client's name or initials
- The client's date of birth
- Any names of the client's relatives
- The name/details of the placement organisation
- The names/details of any of the placement organisation's staff

I will not publish on social media (including Facebook, Twitter, or any other social media website) any photographs, details, or information of any kind, which I have gained or observed during a placement.

I will not discuss any details or information gained or observed during a placement which may identify a staff member or client of the placement organisation, at any JCU lecture or tutorial, JCU event or whilst engaging in any educational activity at any place.

Whilst undertaking placement I will comply with all standards, regulations, policies, and procedures of the placement organisation which are notified to me by the placement organisation and/or JCU.