

**AUSTRALIAN GREENS VICTORIA
CONFIDENTIALITY AND USE OF DATA AGREEMENT**

The purpose of this document is to protect both the privacy and interests of residents in Victoria, paid and volunteer team members, and the reputation of the Australian Greens Victoria (AGV).

All information whatsoever (verbal, written or otherwise) that comes through or originates from the AGV state office or its associated campaigns is covered by this agreement.

Confidentiality

1. Information obtained through interviews, meetings, telephone contact, files, databases or any other means is to be kept strictly confidential and not inappropriately shared, released or taken (electronically or manually) from the state office.
2. Data should only be used for electoral purposes and not used inappropriately or for personal use.
3. Logins for online systems shall not be shared.

Appropriate logging

4. Data should not be inappropriately deleted.
5. Personal information that is not relevant to the campaign should not be written on someone's profile.
6. All useful data should be recorded (where it doesn't contravene point 5 above).
7. Language used in recording information should be helpful, concise, and readable, and not using jargon.

Sanctions for a breach – disciplinary matters

8. Any suspected breach of this agreement will be investigated by state office and could result in temporary suspension of login whilst this investigation is being carried out.
9. All signing this agreement acknowledge that failure to comply with it may lead to disciplinary action, including dismissal or cessation of involvement in a project.
10. All signing this agreement acknowledge that if any information from the Victorian electoral roll (information from which has been inputted into our databases by the AGV) is used for any purpose other than campaigning (e.g. personal or commercial) I could be subject to a significant fine or jail term under the Electoral Act 2002 (EA) Infringements Act 2006 and Information Privacy Act 2000.

Duration of agreement

11. The undertakings in this agreement remain in force after the termination or expiry of involvement with AGV campaigns.

I have read the above information and agree to abide by this Confidentiality Agreement.

Name:

Witness Name:

Signature:

(Branch office bearer, Campaign Manager,
Organiser, Candidate, or State office staff member)

Date:

Signature:

Date: