



[www.empireXchange.com](http://www.empireXchange.com)

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## CONFIDENTIALITY AGREEMENT International Exchange Staff and Associates

As an associate or staff member of an Empire Trade Regional Agent in Australia, I understand that under the Privacy Act, I am required by law to maintain confidentiality of staff and member personal information. I also understand that under no circumstances are personal details of members or employees to be given to unauthorised persons without the prior written consent of the Manager, or my Regional Agent. This includes personal and home phone numbers and addresses. If the matter is of an urgent nature I understand that I should take the caller's name and phone number and contact the member or employees concerned and pass on these details.

I understand that organisation-trading details are confidential and should not be discussed with members, contractors or anyone outside the organisation premises at any time. I agree that I will abide by this agreement and not divulge or discuss the business of Empire Trade during my employment or association, or after I have ceased employment or association, with the Empire Trade Exchange.

Organisation-trading information can be defined as any conversation both written and verbal and/or any action undertaken during my hours of work on behalf of the Empire Trade Exchange that has an employee of the Empire Trade Exchange interacting with another employee, member, agent or external party who is dealing with Empire Trade on any level.

By signing this document I am taking responsibility and declaring that I have read and understood this document thoroughly and will endeavour to maintain the highest level of privacy in regards to organisation-trading of the ETX International Barter Exchange.

Name: .....

Signed:.....

Date: .....

Regional Agency: .....