

CONFIDENTIALITY AGREEMENT



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As a staff member of Empire Trade Australia Pty Ltd, 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 National Agent or the Manager, Member Services. 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 after I have ceased employment, with Empire Trade.

Organisation-trading information can be defined as any conversation both written or verbal and/or any action undertaken during my hours of work for Empire Trade Australia Pty Ltd that has an employee of Empire Trade Australia Pty Ltd interacting with another employee, member, licensee 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 here at Empire Trade Australia Pty Ltd.

Name:

Signed:.....

Date: