

CfC Committee Confidentiality Deed Poll

This Deed Poll is made the _____ day of _____ 20____

By **Full Name Of Recipient** (Recipient) :.....

In Favour of **The Salvation Army** represented by: Communities for Children – Facilitating Partner (CfC-FP)

Purpose

- A CfC-FP may have a number of proposed funding processes (Funding Processes) under the CfC-FP Families and Children Programme.
- B The Recipient will be involved in the administration of one or more Funding Processes and/or in the assessment of applications for funding under those Funding Processes.
- C In the course of their participation in the Funding Processes the Recipient may become aware of Confidential Information.
- D Improper use of Confidential Information provided to the Recipient would severely damage CfC-FP and its ability to perform its functions.
- E The CfC-FP requires, and the Recipient agrees, that it is necessary to take steps (including the execution of this Deed Poll) to ensure that Confidential Information is kept confidential.

Operative Part

1. In this Deed Poll, “Confidential Information” means information that:
 - (a) is designated as confidential by the CfC Committee chairperson.
2. The Recipient must:
 - (a) treat all Confidential Information as confidential and not disclose any Confidential Information to any person without the prior written consent of the CfC-FP
 - (b) take all steps to ensure the maintenance of the confidentiality of the Confidential Information
 - (c) not use Confidential Information other than for purposes of assisting the CfC-FP to undertake the Funding Processes
 - (d) not copy or record the Confidential Information nor allow it to be copied or recorded without the prior written consent of the CfC-FP and
 - (e) cease to use the Confidential Information upon the written direction of CfC-FP.
3. CfC-FP may withhold its consent pursuant to clause 2 in its absolute and unfettered discretion.
4. If CfC-FP grants consent pursuant to clause 2, CfC-FP may impose conditions on that consent and (without limitation) require the Recipient to procure the execution of a Deed Poll in such terms as CfC-FP may direct by any person to whom Confidential Information is to be disclosed by the Recipient.
5. The Recipient must upon written request from CfC-FP promptly deliver to and/or destroy (at the direction of CfC-FP) all documents, electronic information and other items under the Recipient’s control containing Confidential Information.

Executed as a Deed Poll

Signed by the Recipient: (Recipient Signature)

In the presence of (Witness Signature)

..... (Witness Name)

