

## **NETWORKED KNOWLEDGE RESEARCH GROUP**

### **CONFIDENTIALITY AGREEMENT- MEETINGS**

#### **Background**

- 1) Networked Knowledge Research Group (the group) holds regular meetings of volunteer members to discuss a range of issues and those discussions may include information that is disclosed in confidence (Confidential Information).

#### **Confidential Information**

- 2) Material will be considered Confidential Information under this agreement because it may have the nature of:
  - a) Opinions and views expressed for the purpose of discussion or debate and which may, for any reason, be considered confidential. (See clause 6).
  - b) Discussions affecting people who have entrusted information to the group and consented to the disclosure of that information on the understanding that it be treated as confidential.
  - c) Disclosures, where for whatever reason, it has been requested or required that they remain confidential.
  - d) Legally or personally sensitive information including any information that could cause distress or embarrassment to any other person if it were not treated as Confidential Information.
  - e) Any document created by the NKRK that is in a draft form and not yet appropriately approved for use or circulation.

#### **Obligations**

- 3) Each member of the Group who participates in meetings agrees to regard information as Confidential Information, unless:
  - a) it is clearly in the public domain;

- b) it is explicitly stated by the person disclosing the information or opinion that it is not, or is no longer of a confidential nature, or
  - (1) that it may be disclosed under certain conditions; or
  - (2) that certain aspects of it may be disclosed.
- 4) If a person is to disclose information or express an opinion requiring or relying on the expectation that the particular information or opinion will be treated as confidential, that person will state to the meeting that the information is confidential to avoid any doubt.
- 5) Where it is unclear whether any information is of a confidential nature it must be treated as Confidential Information until any doubt is dispelled.
- 6) Members are free to talk about the general opinions and views expressed in discussion or debate at meetings, provided that it is done in a constructive manner and that the purpose is consistent with the purposes of the NKRG and that it is not otherwise Confidential Information under this agreement. However, the opinions and views are not to be attributed to any particular person or persons.
- 7) The obligations under this agreement survive termination of membership.

PLEASE COMPLETE THE ATTACHED AGREEMENT

**CONFIDENTIALITY AGREEMENT  
MEETINGS**

I \_\_\_\_\_

am a current member of the Networked Knowledge Research Group

OR

have submitted an application for membership.

I have read and understood my obligations of confidentiality under the 'CONFIDENTIALITY AGREEMENT – MEETINGS' and agree to meet those obligations.

Signed \_\_\_\_\_

Date \_\_\_\_\_