



Confidentiality and Non-Disclosure Policy

Members must read, sign, and return this document before attending any meetings of the Allied Veterinary Professional Regulatory Council, or its committees.

Background

The Allied Veterinary Professional Regulatory Council (AVPRC) and its associated Councils and Committees is a voluntary regulatory body tasked with protecting animal welfare and the public interest by ensuring veterinary nurses, technicians, and allied animal healthcare practitioners are competent and fit to practice.

Anyone appointed or elected to the AVPRC Council or subsidiary committees, or attending meetings of said bodies, when privileged information may be discussed, must agree to keep such information confidential, and agree to non-disclosure of information by signing this agreement.

Definition

For the purpose of this Agreement, the term *confidential information* means any information, knowledge, documents, records, and other data of any nature and in any form (including information that is digitally or electronically transmitted or stored on any form of magnetic, digital, or electronic storage media), whether marked confidential or not

Agreement

1 Confidentiality

I will not reveal or release any confidential information to other people or organisations.

2.1 Disclosure of confidential information

You will not disclose, or allow the disclosure of, confidential information to any third party except:

- a. To AVPRC or its Executive or Regulatory Council members as required for AVPRC purposes.
- b. To any person appointed or employed by AVPRC to assist or to provide advice.
- c. As required by law.

2.2 Use of confidential information

Members must use confidential information only for its intended purpose; i.e., for attending Executive, Council, or committee meetings; and not for any other purpose.

Members must not disclose, distribute, or publish confidential information to any party in any matter whatsoever. Members specifically acknowledge that they will not publish or authorise anyone else to publish confidential information in any web posting, article, newsletter, press report, publication, or any other communication.



2.3 Breach of confidentiality

Members will notify AVPRC or its subsidiary body as soon as possible after becoming aware that any confidential information has been lost, disclosed, or used by any unauthorised person.

Violation of this Agreement will result in the resignation of the member's position on the AVPRC Executive, Council, or subsidiary committees.

This Agreement shall remain in full force and be effective for the entire period the member remains affiliated with the AVPRC Executive, Council, or subsidiary committees. The obligations stipulated in this Agreement shall continue in force indefinitely or until such time as the confidential information shall no longer be of a confidential nature, as agreed by the AVPRC Executive or Council.

3 Security

Members will ensure they have adequate security measures in place to protect confidential information from access or use by unauthorised persons and to ensure confidential information remains under my control.

4 Return of Confidential Information

At any time on request from AVPRC, its Executive or Regulatory Council, members will promptly:

- a. Return all confidential information in your possession to AVPRC/NZVNA (or other relevant party as directed);
- b. Destroy or erase all copies (whether on paper, electronic or any other medium) of any information containing or reflecting any confidential information or decide for this to happen. This includes any personal notes taken while attending meetings of the Executive, the Council, or its committees.

Member Agreement

I have read, understand, and agree to abide by all the terms of this Non-Disclosure Agreement.

Signed/Date