TSANZ AUTHORS & REVIEWERS CONFIDENTIALITY AGREEMENT

The undersigned agrees that any and all knowledge or information that may be obtained in the course of your tenure with the Thoracic Society of Australia and New Zealand (TSANZ) in respect to the conduct and details of the business will be forever held confidential. As an Author/Reviewer, it is considered your responsibility not to impart any knowledge acquired during your term to any external or unauthorised parties. This knowledge includes but is not limited to all information pertaining to the working party matters, including meeting minutes, agendas, letters, written communication, papers, committee and sub-committee reports, associated documents, and all information held therein.

During your time on the working party, you will deal with personal and sensitive information, including that of members. This information must be kept in the strictest confidence and handled according to the Privacy Act 2001. This obligation to maintain confidentiality will continue to apply even once you have left the Board.

If you are found to be breaching the confidentiality agreement during your time with TSANZ, disciplinary action will be taken, and if the breach is considered very serious, this may include termination of your position. Inadvertent or unintentional misuse or disclosure of confidential information or knowledge may still be met with action, and so care should be taken to avoid such incidences.

By signing this agreement, you are indicating that you understand these requirements and will adhere to these guidelines during and beyond the performance of your duties as a working party member.

PRINT NAME: ______________________________________

SIGNATURE: _______________________________________

DATE: ________________________