

Confidentiality Undertaking – HR and Personal Information

TO: UNIVERSITY OF WESTERN SYDNEY ABN 53 014 169 881 of Great Western Highway, Werrington in the State of New South Wales (“University”)

FROM: _____ of _____
Work Unit

I, _____:

1. acknowledge that, as part of the duties and responsibilities of my role I am provided with, and/or have access to payroll and other information (whether financial or otherwise) regarding University staff (“Information”);
2. undertake not to disclose or discuss the information with any third person either within, or external to , the University, whether directly or indirectly, unless required by law or such disclosure or discussion is reasonably required for the purposes of carrying out the duties and responsibilities of my role;
3. undertake not to access the Information other than for the purposes of carrying out the duties and responsibilities of my role;
4. acknowledge and understand that a breach of this Confidentiality Undertaking may result in disciplinary action being taken against me by the University.

Signed: _____

Print Name & Title

Date: _____/_____/_____