

# Confidentiality Agreement

## NZILA REGISTRATION

---

As a participant in NZILA Registration (**Registration**) whether as Candidate, Mentor, Interview Panellist or in another capacity, I understand that I may have access to confidential information about project work; the individuals, firms, clients and contractors who have been involved with projects; and the career paths of Registration Candidates, including names and any other identifying information about projects and participants (**Confidential Information**). By signing this statement, and in consideration of receiving information as a participant, I am indicating my understanding of my responsibilities to maintain confidentiality about these matters and agree to the following:

- Unless required by law, I will not to disclose or permit the disclosure of, publish, or otherwise make known to other persons or parties (other than those NZILA has expressly authorised) any information obtained through my participation in Registration that could be regarded as Confidential Information, or could identify persons, firms or other participants.
- I understand that all information about projects or participants obtained by me in the course of my involvement with Registration is Confidential Information. I agree not to disclose or otherwise make this information known to other persons or parties.
- I understand that I am not to ask questions of participants for my own information or benefit, but only to the extent and for the purpose of performing my assigned duties.
- I agree to notify the Registration Panel Chair, the local Branch Coordinator for Registration or the Executive Committee member responsible for Registration should I become aware of a conflict of interest, a breach of confidentiality or a situation which could potentially result in a breach in confidentiality.
- I understand that I will be liable to NZILA for any loss or damage caused by my breach of this agreement.
- I will ensure that any personal information about any person that I receive is held in accordance with NZILA's privacy policy.
- I acknowledge that NZILA makes no representations or warranties in relation to the Confidential Information and to the maximum extent permitted by law disclaims all liability for any loss or damage suffered by any person using, disclosing, relying or acting on any information disclosed by NZILA or any of its representatives.
- I acknowledge that the Confidential Information remains the property of NZILA at all times and at NZILA's request I must immediately return or destroy all material containing Confidential Information in my possession, power or control.

---

Signature

---

Date

---

Printed name