

# 米頓堅斯中文學校及社區中心

## Milton Keynes Chinese School and Community Centre

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### Confidentiality Statement

- 1) I promise to keep confidential, all matters that come to my attention while volunteering or working at Milton Keynes Chinese School & Community Centre, including information about any person or organisation using the services of this Organisation.
- 2) I will use all information gained in the course of my service in a responsible manner at all times.
- 3) I will respect the privacy of clients, other volunteers and staffs. I will order my conduct so as to uphold the dignity, standing and reputation of this Organisation and I will discharge my duties with integrity.
- 4) I will not use any information or documents obtained in connection with this Organisation, keys or any other property belonging to the Organisation in any way to disadvantage or discredit the Organisation.
- 5) I understand that this Organisation has an irrevocable royalty-free licence to copy and use all work, information, documentation, etc. which are produced by me for this Organisation on or off the Organisation's premises.
- 6) I understand, that the above restrictions shall continue to apply after the termination of my volunteer service or employment whether paid or unpaid.

Name of volunteer or worker: (PLEASE USE BLOCK CAPITALS)

Signature:

Date:



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