



# Macarthur Anglican School

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## Confidentiality and Intellectual Rights

This document is intended to give prospective employees an understanding of the expectations of the School. Once employed, a regularly updated version of this document is made available on the Human Resources policy suite.

### Confidentiality

'*Confidential Information*' means all confidential information of which you become aware or generate during the course of your employment, including information regarding students of the School and their families, ideas, know-how, concepts and information whether in writing or otherwise relating in any way to your employment with the School and all other information relating to the School and its affairs and business, fees, student enrolment, financial, marketing or promotional information relating to the School, which is not in the public domain and includes any such information in the School's power, possession or control concerning or belonging to any other person.

You must keep confidential all Confidential Information other than Confidential Information that:

- (a) you are required to disclose in the course of your duties as an employee of the School; or
- (b) you are required by law to disclose.

You must only use the Confidential Information for the purpose of performing your duties as an employee of the School.

You must immediately notify the School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

### Assignment of Intellectual Property Rights

'*Intellectual Property Rights*' means all rights, including copyright, in all inventions, models, designs, drawings, plans, software, reports, proposals and other materials created or generated by you (whether alone or with the School, its other employees or contractors) for use by the School;

- (a) assign to the School all future Intellectual Property Rights throughout the world (including copyright) in all inventions, models, designs, drawings, plans, software, reports, proposals and other materials created or generated by you (whether alone or with the School, its other employees or contractors) for use by the School; and
- (b) acknowledge that by virtue of this clause all such future rights will vest in the School.

You must do all things reasonably requested by the School to enable the School to assure further the rights assigned above.

**Enter to Learn, Go out to Serve**