



Staff, Volunteers & Contractors

(Team Members)

Privacy, Confidentiality, and Intellectual Property

Women's Healing Sanctuary aims to protect the privacy and confidentiality of all stakeholders, safeguard its intellectual property, and ensure that team members understand their responsibilities in these areas.

Privacy

Team members must adhere to Women's Healing Sanctuary's privacy policy and relevant privacy laws.

Personal information of clients, staff, contractors and other volunteers must be kept confidential and only used for authorised purposes.

Team members should not access, use, or disclose personal information unless necessary for their role and with proper authorisation.

Any breach of privacy must be reported immediately to management.

Confidentiality

Team members must sign a confidentiality agreement as part of their induction process.

Information about Women's Healing Sanctuary, its clients, location and operations should not be shared outside Women's Healing Sanctuary without proper authorisation.

Team members must maintain confidentiality even after they have ceased volunteering with Women's Healing Sanctuary.

Any materials or documents containing sensitive information must be securely stored and disposed of according to Women's Healing Sanctuary's procedures.

Intellectual Property

Any intellectual property created by team members during their service belongs to Women's Healing Sanctuary unless otherwise agreed in writing.

Team members must not use Women's Healing Sanctuary's intellectual property, including logos, branding, or copyrighted materials, for personal use or outside the scope of their volunteer role.

Team members should seek permission before taking photographs or videos on the premises or during organisational events.

Any ideas, innovations, or improvements developed by staff, contractors or volunteers during their service should be shared with Women's Healing Sanctuary for potential implementation.