

## **Confidentiality Agreement**

These terms apply in the following document:

- Agreement – refers to this agreement.
- SCANZ – refers to Society for Creative Anachronism, New Zealand, Incorporated.
- Group – a branch group of SCANZ, specifically named in this Agreement.
- Reeve – the reeve or deputy reeve of the named Group, who is a party to this Agreement.

This Agreement is between SCANZ and the Reeve of <insert branch name here>.

The Reeve has undertaken to manage the finances of the Group, or to assist with this work as a deputy.

In the course of this work, the Reeve may have access to information about other SCA groups or corporates in New Zealand or elsewhere. Under this Agreement, the Reeve acknowledges that this is confidential information, and shall not publicly disclose any financial information about any other SCA group or corporate, unless specifically authorised by the SCANZ Treasurer.

The Reeve may be asked to express an official opinion about the finances of another SCA group or corporate in New Zealand or elsewhere. Under this Agreement, the Reeve acknowledges that they have no authority to do this, and shall refuse to express any such opinion, unless specifically authorised by the SCANZ Treasurer.

To manage the Group's finances, the Reeve will be provided access by SCANZ to one or more information systems where financial and other information for the Group and for other SCANZ groups or corporates is stored. The Reeve will be required to add or update this stored information as part of the execution of their duties. Under this Agreement, the Reeve acknowledges that:

- access to these information systems may be personalised to allow identification, by means of personal email accounts or some other method,
- where such personalised access is granted, the Reeve shall be responsible for any use of this access, and the quality of any additions or updates to stored information made using this access,
- any such personalised access shall not be shared with any other party, unless specifically authorised by the SCANZ Treasurer,
- use of the access to these information systems shall be limited to those activities authorised by the SCANZ Treasurer.

Under this Agreement, the Reeve acknowledges that SCANZ membership information is confidential, and that the Reeve shall not supply any more membership information than is necessary for the execution of their duties, and only to an appropriate person.

Under this Agreement, the Reeve accepts that any breach of this agreement may result in sanction or banishment in the Kingdom of Lochac, revocation of Membership from SCANZ, and/or legal action under New Zealand Law.

These signatories affirm that they have read and understand the above agreement and agree to be bound by its terms.

\_\_\_\_\_  
Signature As Reeve of <insert branch name here>  
\_\_\_\_\_  
Name  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Position  
\_\_\_\_\_  
Name On behalf of Society for Creative  
Anachronism NZ Incorporated  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Corporate Treasurer  
Dated: \_\_\_\_\_