



---

---

**ECKANKAR Australia** A.B.N. 24. 054 115 589

**The Four Affiliates: ECKANKAR Societies ESNA, ESCA, ESSA, ESWA**

Postal Address: PO Box 60C Yarra Junction, Vic. 3797. Tel/Fax: (03) 5967 2236

Registered Office: Suite 4, 43 Railway Road, Blackburn, Vic. 3130

---

---

## CONFIDENTIALITY STATEMENT

### Confidentiality Statement

ECKANKAR members volunteering in support of EA and its Four Affiliates have a spiritual and legal responsibility to maintain the confidentiality of information entrusted in their care.

It is the policy of EA and its Four Affiliates that all volunteers, including office holders must not disclose, divulge, or make accessible confidential information belonging to, or obtained through their association and affiliation with EA and the Four Affiliates, to any person(s), including relatives, friends, and any business and professional associates, other than to person(s) who have a legitimate and lawful right for such information and to whom EA and its Four Affiliates have authorised disclosure.

All volunteers, including office holders, must use confidential information solely for the purpose of performing services as required during their term of tenure. This policy is not intended to prevent disclosure where disclosure is required by law. The only exception to this is where an ECK Cleric has been given privileged information and may claim under the Evidence Act, Clergy-Penitent Privilege within the States of Australia to which it applies.

“Confidential information” includes, but is not limited to, personal information of ECK members and newcomers, privileged information, and work papers, information, and data that is generated by volunteers working on behalf of EA or any of its Four Affiliates.

Confidential materials held by any volunteers, including office holders are on temporary loan, and can be recalled at any time and for any reason. Such material remains at all times the property of EA and the Four Affiliates and not the property of the volunteer. This applies to any related notes, e-mails, letters, documents, computer discs, or work materials generated by the volunteer while working with the material. At the termination of the term of tenure all documents, papers, computer discs and any other electronically stored information must be returned to EA and the Four Affiliates.

All volunteers, including office holders, must exercise a duty of care in good judgment and discrimination, and at all times avoid unauthorized or improper disclosures of confidential information. Confidential information must not be left lying around in plain view of unauthorised person(s) nor should such information be transmitted via speaker, mobile, or hands free telephones. Similarly confidential information must not be sent or transmitted via e-mail (or any other electronic device).

All such materials must be kept in a secure place generally inaccessible to others. It is each individual's duty to maintain the confidentiality of this material as well as any verbal information exchanged between EA, its Four Affiliates and themselves in the course of fulfilling their duties.

All EA and its Four Affiliates volunteers should follow the policies listed in the “*Confidential Communications*” section of *Spiritual duties of the ECK Volunteer*.

ECKANKAR Australia  
July 2013

Original: January 2007  
Revised: July 2013