



HERWELLBEING SOCIETY KUALA LUMPUR AND SELANGOR

PERSATUAN KESEJAHTERAAN WANITA KUALA LUMPUR DAN SELANGOR

Reg. No. PPM-005-14-15012021

NON-DISCLOSURE AGREEMENT

BETWEEN

AND

HERWELLBEING SOCIETY KUALA LUMPUR AND SELANGOR

(PERSATUAN KESEJAHTERAAN WANITA KUALA LUMPUR DAN SELANGOR –

Reg. No. PPM-005-14-15012021)

#WomenWeCare

Correspondence Address

**8-2-6 La Villas Condominium, Jalan 3/21b, Taman Setapak, 53000 Kuala Lumpur, Wilayah Persekutuan
Kuala Lumpur. Email admin@herwellbeing.org**



HERWELLBEING SOCIETY KUALA LUMPUR AND SELANGOR

PERSATUAN KESEJAHTERAAN WANITA KUALA LUMPUR DAN SELANGOR

Reg. No. PPM-005-14-15012021

NON-DISCLOSURE AGREEMENT

Individuals who collaborate, work or serve as member or volunteers, including the board of members, or office bearers must respect Confidentiality Policy. Everyone associated with Her Weelebing Society must respect the privacy of our clients, donors, members, staff, volunteers and of the [HERWELLBEING SOCIETY KUALA LUMPUR AND SELANGOR], hereafter is known as HWSKLS which abides by the fundamental value of its members and community.

All individual sociodemographic information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the President or Deputy President of HWSKLS. Volunteers or employees of HWSKLS must ensure that unauthorized individuals do not overhear, see or take any confidential information. All members, working group and participants documents containing personal data must not be accessible or inadvertently shared over the web or social media platforms.

Employees, volunteers, focal points, board members, and office bearers of HWSKLS may have access to confidential and/or privileged and proprietary information. The policy of HWSKLS is to treat and respect individual details with utmost anonymity during and after employment, professional engagement, or volunteer services. Staff and volunteers, focal points, including board members, and office bearers are expected to return materials containing privileged or confidential information at the time of separation from grant/project/research timelines or expiration of service. Unauthorized disclosure of confidential or privileged information is a severe violation of this policy. Any disclosure of such information will subject the person(s) who unauthorized disclosure to appropriate discipline, including removal/dismissal.

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Confidentiality Policy

All information concerning clients/participants/members, former clients, staff, volunteers, office bearers and financial data, health data and business records of HWSKLS are confidential. "Confidential" means that you are free to talk about HWSKLS and your program and your position/association. Still, you are not permitted to disclose clients/participants/members/collaborators' names or talk about them in ways that will make their identity known. Any individual associated with HWSKLS must not disclose any information or release any information without appropriate authorization. This is a basic component of client care and Community service ethics. The board of directors, office bearers, staff, and clients rely on paid and volunteer staff or focal points to conform to this confidentiality rule.

Respecting Client's Rights

HWSKLS expects every member associated with SKSM to respect the privacy of clients/members, participants/collaborators to maintain their personal, health information and financial information as confidential. All records dealing with specific clients must be treated as confidential. In addition, to these rights, staff members and volunteers are responsible for maintaining information confidentiality relating to other staff members and volunteers. Failure to maintain confidentiality may result in termination of your services/support, or other corrective action. This policy is intended to protect you and HWSKLS because in extreme cases, violations of this policy also may result in personal/business/professional liability.

Rational Confidentiality

The above refers to the preservation of privileged information. By necessity, personal and private information is disclosed in a professional working relationship. Part of what you learn is necessary to provide services to the applicant or client; other information is shared within the development of a helping, trusting relationship. Therefore, most information gained about individual clients through an assignment or support rendered is confidential in terms of the law, and disclosure could make you legally liable. Disclosure could also damage your relationship with the client and make it challenging to help the person.

Before you begin your assignment as a trustee board, the board of director, office bearer/staff member/volunteer/focal point, you should be aware of the laws and penalties for breaching confidentiality. Although the agency is liable for your acts within the scope of your duty, giving information to an unauthorized person could result in the agency's refusal to support you in the event of legal action.

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Certification I have read HWSKLS 's policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the policy's requirements and inform the undersigned immediately if I believe any violation (unintentional or otherwise) of the procedure has occurred. I understand that violation of this policy will lead to professional disciplinary action, up to and including discontinuation of my services with HWSKLS.

Dated this day month of 2021

Signed by:

Witnessed by:

.....
Name:

Position or assigned role:

.....
Name:

Designation:

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