

Undertaking in Relation to Confidential Information and Management of Conflicts of Interest



This is intended to support a member to undertake their duties of their role in a supportive manner and should be read in conjunction with the RANZCP Committee Meeting Operations Regulations and associated documentation.

I,<Insert Name><Insert Member ID>

accept, that in my role as a member of a **College Committee**, I will observe the following:

1. I agree that I will not disclose, unless authorised by the College, any identified confidential information or personal details, received due to my role as a Committee member.
2. I agree not to use or disclose any confidential information to my personal gain, except as it relates to fulfilling my role as a Committee member, without the prior approval of the Chair.
3. I acknowledge that unauthorised disclosure of confidential information may harm individuals, the interests of other parties and the College and may have unintended consequences.
4. If I nominate a proxy to attend a meeting, I will inform the proxy of these obligations.
5. I agree to return or destroy all confidential documentation, including any copies held in my possession, electronic or otherwise once the intended purpose is complete.
6. I agree that I will appropriately declare conflict of interests as they arise in the performance of my duties as Committee member and in accordance with the College's Declaring and Managing Conflict of Interest Guideline.
7. I agree that in the course of conduct as a member of the Committee, I shall have regard to and, comply with the College's Code of Ethics and Code of Conduct.

Dated:

Signed:

Definitions

Approved Person – an approved person is someone who is approved to perform a function on behalf of The Royal Australian and New Zealand College of Psychiatrists (RANZCP).

Committee – including but not limited to the Board, a Committee, Subcommittee, Faculty, Section or Working Party or Steering Group.

Confidential Information – is information marked as confidential on an agenda or noted by the Chair. It also includes but not limited to commercial information, personal information such as information relating to personal circumstances, training information or examination results.