

INSTRUCTIONS

Please complete this Confidentiality Deed Poll if you are required / requested to attend a meeting of the Consultative Committee on Emergency Plant Pests (CCEPP) or the National Management Group (NMG) in any capacity (for example but not restricted to; full member, technical expert, observer)

Please provide your printed name, email address and contact phone number at the end of this form so that you can be provide with the relevant correspondence for the meeting you are to attend.

You are only required to fill out this form once.

If you change employer / organisation, please complete a new form with the new organisational representation listed.

This form must be signed and can be witnessed by any person.

Once completed, please return to Plant Health Australia by either;

Post Plant Health Australia
 Suite 1, 1 Phipps Close
 Deakin, ACT, 2600

Fax (02) 6260 4321

Email phacc@phau.com.au (scanned pdf)

ATTACHMENT B

CONFIDENTIALITY DEED POLL *

I, _____ of _____, undertake and represent as follows:

1. In this Deed Poll unless the contrary intent appears, words and phrases have the same meaning as given in the Emergency Plant Pest Deed (the "EPP Deed").
2. I am participating in consultations and activities relating to the Emergency Response Phase and the Proof of Freedom Phase of an Emergency Plant Pest response forming part of an Emergency Plant Pest Response Plan (**Response Plan**) conducted under the Deed as a Representative of one of the Parties to the Deed.
3. In the context of those activities, I will receive **Confidential Information** which I understand to include information acquired or produced by or available to me arising out of or in connection with my participation in Meetings, teleconferences and other activities forming part of a Response Plan under the Deed.
4. I understand Confidential Information to include information which a Party indicates to be confidential or which I should reasonably be aware is confidential, other than information which:
 - (a) is already in the public domain or, after the date of this Deed Poll, becomes part of the public domain otherwise than as a result of an unauthorized disclosure by a Party or its Representatives;
 - (b) is or becomes available to me from a third party lawfully in possession of this information and who has the lawful power to disclose such information to me on a non-confidential basis;
 - (c) was in my possession without restrictions as to its use or was developed by me (as shown by my written record or other competent evidence) prior to the date of disclosure to me under this Deed Poll; or
 - (d) I am required by law to disclose.
5. I hereby undertake to each Party:
 - (a) subject to paragraph 5(f), to comply with the requirements notified to me by Plant Health Australia Limited or the Consultative Committee on Emergency Plant Pests regarding use of Confidential Information;
 - (b) not to disclose or use Confidential Information for purposes other than those for which it is provided to me;
 - (c) to only make Confidential Information available to those persons who have a "need to know" for the proper performance of the Response Plan;
 - (d) to ensure that Confidential Information is stored with or protected by appropriate security, having regard to the nature of the Confidential Information and the medium in which it is found;
 - (e) to ensure that Confidential Information is used only in accordance with any conditions or limitations advised by the disclosing Party or Parties or by any of their clients with whose material or verbal information I am working; and
 - (f) to ensure that Confidential Information is not, except as required by law, disclosed to any other party or made public without the prior approval in writing of the disclosing Party or Parties as the case may be.

Executed as a DEED POLL

Signed by:

In the presence of:

(name printed)

(witness name printed)

Date:

Date:

*** Notes for completion of this Deed Poll:**

Form of execution and attestation clause will need to comply with any requirements of the jurisdiction in which this Deed Poll is made.

Each Representative should complete a confidentiality deed poll.

Additional Information:

Name (printed): _____

Email address: _____

Contact phone number: _____