

## Financial Confidentiality Agreement

Society for Creative Anachronism Ltd  
(Australia)

This is an agreement that sets out the Society for Creative Anachronism (SCA Ltd) confidentiality policy regarding the privacy and confidentiality of financial information relating to the activities of the SCA Ltd. The role of Reeve whilst having in game functions is also subject to out-of-game rules and laws pertaining to financial management and private information.

The services and obligations the Reeve has agreed to perform on behalf of the SCA Ltd, require them to have access to and knowledge of certain confidential information and access to financial documentation in the normal course of their duties. In the interest of maintaining the confidence and trust of the SCA's membership and government regulations the SCA Ltd asks that Reeves understand and agree to the following:

- Passwords and user logins to Xero, Drop box and any future technology used by the SCA requiring passwords should not be shared. Login details to Xero are directly linked to the Reeve, for auditing purposes. Any actions you make within Xero are recorded to your name.
- The Reeve shall not prepare, print, display, reproduce or present financial information pertaining to the SCA Ltd to parties other than their relevant branch without the express permission on the Corporate Treasurer. This is to ensure that information provided to the general Populace is consistent and accurate across the Kingdom, preventing miss understandings as to the true state of the SCA Ltd financial position and performance
- Sharing or reproducing membership lists is prohibited, to protect the privacy of those members.
- Reeves shall limit discussions as to the balances or the uses of assets in other branches, Kingdom and Corporate bank accounts to their own branch. This helps to ensure that a consistent picture is presented and that incomplete information is not mistakenly used to misrepresent the SCA Ltd irrespective of sincere or malicious intents by the person giving or receiving the information
- Reeves are not permitted to create accounts in the Chart of Accounts; these must be approved by the Corporate Treasurer.

By signing this agreement the Reeve affirms:

- that I will refrain from disclosing confidential information to any third party including, but not limited to, members, friends and relatives, except as permitted by the Corporate Treasurer pursuant to the Constitution, Financial policies of the SCA, Kingdom Law and Corpora in the performance of my services and obligations as a Reeve
- That all confidential information remains the property of the Society of Creative Anachronism and may not be removed or retained when the Reeve has completed services and obligations
- That he/she will protect all confidential information, while holding the Office of Reeve and after the/she has completed all services of the position.

Anyone found in breach of this agreement may be subject to sanction or banishment in the Kingdom of Lochac, revocation of Membership from the Society for Creative Anachronism Ltd, and/or legal action under Australian Law."

By signing this agreement I affirm I have read and understand the above agreement and agree to be bound by the terms as set forth.

\_\_\_\_\_  
Signature Reeve

\_\_\_\_\_  
Branch

\_\_\_\_\_  
Name

\_\_\_\_\_  
Email Address

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature Seneschal

\_\_\_\_\_  
Name

Dated: \_\_\_\_\_

\_\_\_\_\_  
Corporate Treasurer

Dated: \_\_\_\_\_