



# LLB 3397/3396 Legal Internship Program Confidentiality Agreement

## UNIVERSITY OF WOLLONGONG SCHOOL OF LAW

I.....

(Full Name)

of .....

(Address)

### Acknowledge the following principles:

- Legal professionals must keep their clients' affairs confidential. Legal firms/organisations must also ensure that their employees adhere to requirements regarding confidentiality. Any information that I learn about a client whilst on internship with this firm/organisation cannot be told to anyone however tempting it may be to do so.
- Clients' confidential information belongs to them and not to their legal professionals. It is not the legal professionals' to deal with as they wish without the approval of the clients.
- I should immediately tell my internship supervisor if I personally know any of the legal professional's clients or any person who is mentioned in a client matter because the supervisor might prefer not to give me any access to information about that matter in the circumstances.
- I am only to look at papers relating to client matters when it is necessary and I am not to look through files or papers without the legal professional's permission. Nor should I make photocopies of any documents for study purposes without the permission of my internship supervisor.
- I should not discuss any client matters with anyone not associated with this firm/organisation. Furthermore, I should never mention to clients outside the office any details of their matters, even after I cease my internship with this firm/organisation, because this may cause the clients to worry that this firm/organisation has not kept their affairs confidential.
- Generally, I may discuss a client matter in broad terms without identifying the client or giving any information which will allow the client to be identified and I must exercise great care in doing so. There is nothing wrong with discussing an abstract point as long as doing so will not enable ready identification of the client.
- Possible consequences of wrongly disclosing client information:
  - A person or company may suffer financial loss or have their feelings and/or family hurt.
  - A client could take legal action against the solicitor/person who revealed the information.
  - Obvious embarrassment.
  - Others may then misuse the information for their gains.
- I understand that if I attend court there is nothing to stop me discussing what I have observed in a public courtroom unless the court is closed to the public for any reason.

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Signature of Student

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Signature of Internship Supervisor

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Please give this signed document to your Internship Supervisor for their records.