



**SUPERVISED ALTERNATIVE LEARNING (SAL) COMMITTEE
OATH OF CONFIDENTIALITY &
ACKNOWLEDGEMENT OF PRIVACY OBLIGATIONS**

I, _____, as a Supervised Alternative Learning (SAL) Committee member agree not to disclose information of any nature or kind that comes to my knowledge respecting or relating to any student discussed or any program or service provided to such student, unless required by law. I acknowledge that this oath shall remain in force and effect during my tenure on the SAL Committee and after my tenure has ended.

I acknowledge that all sensitive information and material which I have in my possession or of which I am cognizant, must be handled in the following manner to ensure that it will never fall into unauthorized hands:

- A) Sensitive records or material must not be taken outside the confines of the office without the approval of the Supervisory Officer and/or his/her designate.
- B) After working hours, all sensitive records and material must be returned to the principal or his/her designate. No materials or records of this nature are to be kept in a public space.
- C) All information and material arising out of the work of the SAL Committee is the property of St. Clair Catholic District School Board, and must be kept in accordance with the provisions of (a) above. It must never be retained in a committee member's possession on termination of service with the SAL Committee, and;
- D) All records and material in the possession of a member must be turned into the Supervisory Officer and/or principal prior to a member's termination.

I acknowledge that I have read the foregoing instructions concerning the handling of SAL Committee's sensitive information and material and that I am fully aware of my responsibility of protecting any sensitive materials with which I am entrusted as a member of the SAL Committee.

SAL Member Signature

Print Name

Date

Witness Signature

Supervisory Office and/or Designate of the St. Clair Catholic District School Board