

Appendix C

CONFIDENTIALITY AGREEMENT

Pursuant to the Municipal Freedom of Information and Protection of Privacy Act, volunteers with the St. Clair Catholic District School Board will at all times uphold complete confidentiality.

The St. Clair Catholic District School Board regards security and confidentiality of data and information to be of utmost importance.

I understand that as a volunteer at _____, ALL student and staff information is confidential. I agree not to access, review, disclose or use confidential student or staff information without specific authorization from a school administrator.

I also understand that even when I am no longer a volunteer with _____ School, any confidential information I have learned must continue to be kept confidential.

I understand that any breach of these confidentiality requirements will result in my immediate termination as a volunteer and may result in legal action.

I understand that I must comply with all St. Clair Catholic District School Board policies and school rules applicable to school staff as well as all directions from school administrators and staff while serving as a volunteer.

I understand that my position as a volunteer will not be used to grant special privileges to any person or group, and I will avoid all other conflicts of interest which may arise from my position as a volunteer.

I further understand that my authorization to serve as a volunteer may be terminated at the discretion of the Superintendent and school Principal at any time if they determine it is in the best interests of the school or the students.

Volunteer's Name (Please Print): _____

Signature of Volunteer: _____

Date: _____

Name of School: _____