



# Confidentiality Agreement (Volunteer Board Members)

## Purpose

Town of Thorsby is a Local Government organization which handles sensitive client information on a regular basis. In accordance with the Privacy Act and PIPEDA, Town of Thorsby requires all volunteer board members to handle sensitive personal client information in a confidential and appropriate manner.

It is understood that volunteer board members of Town of Thorsby will become aware of confidential information regarding our staff and clients through the course of their service.

Volunteer board members agree that if confidential information is not effectively protected, the operations of Town of Thorsby may be threatened, and the well-being and privacy of our staff and clients may suffer irreparably.

Volunteer board members of Town of Thorsby are required to keep all confidential information and relevant knowledge regarding the facility, our staff and our clients confidential both during and after their term. These practices have been adopted as they have been deemed essential to the protection of Town of Thorsby, and the well-being and privacy of our staff and clients.

## Confidentiality Agreement (Volunteer Board Members)

The following is classed as confidential information.

Confidential Information:

- Client lists;
- Client educational information (including grades, report cards, reviews, etc.);
- Client medical information;
- Client personal information;
- Information gathered during client interviews;
- Staff personal information;
- Human resource planning, policies or procedures;
- Facility financial information, status and statements;
- Any information, or documentation labelled "Confidential" by the facility, or listed as such by separate memorandum, or e-mail that informs of confidential status;
- Any information pertaining to Town of Thorsby's clients, parents of clients, staff, and visitors.

Any information relating to the Town of Thorsby that is freely in the public domain may not be considered "Confidential". In the event that a volunteer board member can prove that information was possessed before it was received from Town of Thorsby, or that information was gained from an unrelated third party, said information will not be classified as "Confidential".

Nondisclosure:

In serving on the Board of Directors of Town of Thorsby, volunteer board members shall not divulge, disclose, provide or disseminate Confidential Information to any third party, including family members, not employed by Town of Thorsby at any time, unless Town of Thorsby gives written authorization.

Furthermore, Confidential Information shall not be used for any purpose other than its reasonable use in the normal performance of duties for Town of Thorsby.

Company Property:

Upon the end of a volunteer board members term of service, volunteer board members shall promptly return (without duplicating or summarizing), any and all material pertaining to Town of Thorsby business, clients, parents of clients or staff in their possession including, but not limited to: all client information, physical property, documents, keys, electronic information storage media, manuals, letters, notes and reports.

Legal:

This agreement will not supersede any legal obligation to disseminate information when required to do so in a court of law.

## Acknowledgment and Agreement / Statement of Confidentiality

I, \_\_\_\_\_ (Volunteer Name), acknowledge that I have read and understand the Confidentiality Agreement (Volunteer Board Members) of (Organization Name).

I agree to adhere to this agreement in its entirety and will ensure that volunteer board members working under my direction adhere to this Policy. I understand that if I violate the rules set forth in the Agreement, I may face legal, punitive, or corrective action.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_