

ALGONQUIN AND LAKESHORE CATHOLIC

DISTRICT SCHOOL BOARD



CONFIDENTIALITY AGREEMENT

In accepting the duties and responsibilities of a Volunteer with the Algonquin and Lakeshore Catholic District School Board, I agree to abide by the following terms of confidentiality.

In the course of the duties of a Volunteer a person may become aware of personal and confidential information. Algonquin and Lakeshore Catholic District School Board depends on the maturity and loyalty of its Volunteers to keep private any such information.

All information that a Volunteer may come to know regarding the Board, school, staff, students and their families shall be kept completely confidential. For example, talking about a student or staff member to people who do not require the information in the execution of their duties is a breach of confidentiality. Another example is updating a family on the status of another family's son or daughter.

It is understood that any Volunteer shall be removed immediately from our list should it be ascertained that he/she has breached this code of confidentiality.

I understand and agree to the above terms.

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Name (Please Print)                      Date                      Signature