



CONFIDENTIALITY AGREEMENT

The Alberta *Protection of Privacy Act* legally governs personal information collected, used, stored, and disclosed by The East Central Alberta Catholic Separate School Division.

I, _____ agree that, as an employee / volunteer / contracted service provider of The East Central Alberta Catholic Separate School Division, I will observe and comply with all policies and procedures of The East Central Alberta Catholic Separate School Division with respect to privacy, confidentiality, and security of personal information.

I am aware that The East Central Alberta Catholic Separate School Division has policies and procedures regarding the privacy, confidentiality, and security of personal information and it is my responsibility to be familiar with the requirements outlined in these policies and procedures. I will refer to The East Central Alberta Catholic Separate School Divisions' Privacy and Access Officer for the details of these policies and procedures when necessary.

I will access and use personal information only on a "need to know" basis as it pertains to my role and responsibilities. I will not access my own personal information held by The East Central Alberta Catholic Separate School Division. I will not access personal information of family, friends, co-workers, or others unless I need to do so as part of my official duties and responsibilities.

I will only share personal information with individuals who need to know and who are also involved in providing services to the individual or require the information to perform their job duties.

Should I have reason to believe that a privacy breach has occurred, I will notify my Supervisor and the Privacy and Access Officer and follow the privacy breach response protocol outlined in procedures.

I agree to adhere to the above agreement during and after my term of employment with The East Central Alberta Catholic Separate School Division.

I understand that a breach of this agreement may be just cause for termination of my employment or affiliation with The East Central Alberta Catholic Separate School Division.

Employee Signature

Date