



**VOLUNTEER CONFIDENTIALITY
NON-DISCLOSURE AGREEMENT
TO BE COMPLETED ANNUALLY**

CONFIDENTIALITY AGREEMENT (THE “AGREEMENT”)

BETWEEN:

**EAST CENTRAL ALBERTA CATHOLIC SCHOOLS (“ECACS”) OF THE FIRST PART
-AND-**

(PLEASE PRINT FULL NAME) (“VOLUNTEER”)
OF THE SECOND PART

The business of East Central Alberta Catholic School is to educate in a Catholic faith-based environment. In the course of providing educational services to students, volunteers may have access to personal information from students, families, staff or other community, as well as confidential school and division information. A volunteer shall keep such information private and secure and shall not access, use, or disclose information except as necessary to carry out authorized volunteer duties and as permitted by law and Division procedures. Personal information and other confidential information learned through volunteer activities shall not be shared with any person who is not authorized to receive it. ECACS is subject to Alberta’s Access to Information and Protection of Privacy Acts. ECACS is required to protect personal information, use and disclose it only as authorized by law, and respond to access to records in accordance with applicable legislation.

By signing this agreement, the Volunteer acknowledges and agrees that all Confidential information provided to the Volunteer or to which you are provided access by ECACS or to which is collected on behalf of ECACS or inadvertently obtained by the Volunteer from ECACS must be kept confidential. The Volunteer must not disclose this information to anyone who is not authorized to receive this information unless permission to disclose such information is provided in writing by ECACS.

If the Volunteer is uncertain whether information is confidential, whether it may be disclosed, or whether a person is authorized to receive it, the Volunteer shall direct all such inquiries to the school principal or Privacy and Access Officer and shall not disclose information unless instructed to do so.

Failure to comply with the provisions of this Agreement may result in the suspension or termination of volunteer activities at the school and may lead to further action where appropriate.

Signature of Volunteer

Date

Signature of Principal

Date