



District School Board Ontario North East

Confidentiality Guideline

All information including student records, employee records, financial and operating data of the Board, and any other information of a private or sensitive nature are considered confidential. Confidential information should not be read or discussed by any volunteer.

The unauthorized disclosure of confidential information by volunteers can subject each individual volunteer and the Board to civil and criminal liability. Disclosure of confidential information to unauthorized persons, or unauthorized access to, or misuse, theft, destruction, alteration, or sabotage of such information, is grounds for immediate disciplinary action.

Volunteer Confidentiality Agreement

I hereby acknowledge, by my signature below, that I understand that confidential information, records, and data to which I have knowledge and access in the course of my volunteer work with District School Board Ontario North East is to be kept confidential, and this confidentiality is a condition of my volunteer work. This information shall not be disclosed to anyone under any circumstances. I understand that my duty to maintain confidentiality continues even after I am no longer volunteering with District School Board Ontario North East.

I am familiar with the above guideline pertaining to the use and disclosure of confidential information. I also understand that the unauthorized disclosure of confidential or proprietary information of District School Board Ontario North East could result in the end of my volunteer work with District School Board Ontario North East and possible legal action.

I hereby acknowledge and agree, by my signature below, that I understand that my volunteer service with District School Board Ontario North East is conditional upon my agreement with the guidelines noted above.

Print Name

Volunteer Signature

Date

Supervisor Signature