

## **Parent and Community Volunteers Confidentiality Agreement**

In the course of your volunteer activity with the Sudbury Catholic District School Board, you may be exposed to information about students and their families, staff, and/or school or Board information that is confidential in nature.

In accordance with the *Municipal Freedom of Information and Privacy Act*, the privacy of students, their families, and staff members must be respected and upheld at all times. If confidential information regarding student information and records, school or Board operations, finance, staffing, or any other school community information of a private nature is made publicly known, the well-being of those involved and the operations of the school and the Board as a whole may suffer irreparably.

### **Confidentiality Agreement**

I, \_\_\_\_\_, have been made aware that as a  
Volunteer Name  
volunteer, I may be privy to confidential information regarding members of the school community, including students and their family, staff, and administration. Whether such information has become known to me in the normal performance of my duties or inadvertently, I acknowledge my moral and legal obligation to maintain the confidentiality and privacy of such information.

I understand that all confidential information that becomes known to me in any way shall not be disclosed to any person within or outside the school, unless authorized in writing by the school principal or parent/guardian. I understand that I do not have access to the Ontario Student Record (OSR) and its contents.

If I have any questions or concerns regarding the confidentiality of any information made known to me throughout the course of my duties, or am unsure whether or not certain information should remain confidential, I will contact my immediate supervisor (school principal or designate) immediately for discussion, before sharing this information with any third party.

\_\_\_\_\_ dated this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
Volunteer Signature

\_\_\_\_\_  
Board Designate Signature  
*This Agreement will be stored by the Principal in a secure location.*