

APPENDIX 3: STUDENT PLACEMENT CONFIDENTIALITY AGREEMENT

The Sudbury Catholic District School Board recognizes that our student placements may come into contact with, view, or handle confidential information and/or materials that are not readily available to the public. As such, we require these students on placement to agree to maintain confidentiality regarding all confidential information, materials, processes, etc. obtained over the course of their placement with the Board. Students on placement agree that if confidential information is not effectively protected, the operations and reputation of the Board may be threatened, and may suffer irreparably.

Students obtaining placement with the Board are required to keep all confidential information and relevant knowledge regarding the Board's students and employees confidential both during and after their term of placement.

I, _____, shall not divulge, disclose, provide or disseminate Confidential Information to any third party not employed by the Board at any time, unless the Board gives written authorization. I agree not to remove any confidential information from the premises of any school, Board building, or the Catholic Education Centre without express written permission from the Board. Furthermore, Confidential Information shall not be used for any purpose other than its reasonable use in the normal performance of my duties as a student on placement with the Board. Reasonable efforts will be made by the principal or supervisor to limit access to confidential information to only those who need to know the information.

In the event that I wrongly disclose Confidential Information which I have obtained over the course of my placement, the Board has the right to cease my placement immediately. The Board also has the right to seek legal recourse in the event that a breach of confidentiality occurs in which I am at fault.

I acknowledge that I have read and understand the Student Placement Confidentiality Agreement, and agree to adhere to this agreement in its entirety. I understand that if I violate the rules set forth in the Agreement, I may face legal, punitive, or corrective action.

_____ dated this the ____ day of _____, 20____.
Student Signature

Board Designate Signature

This Agreement will be stored by the Principal or Manager in a secure location.

September 2018