



United Native Friendship Centre Employee Oath of Confidentiality

Purpose

The United Native Friendship Centre is a charitable organization which handles sensitive client information on a regular basis. In accordance with the Privacy Act and PIPEDA, United Native Friendship Centre requires all employees to handle sensitive personal client information in a confidential and appropriate manner. It is understood that employees of United Native Friendship Centre will become aware of confidential information regarding our staff and clients through the course of their service. Employees agree that if confidential information is not effectively protected, the operations of United Native Friendship Centre may be threatened, and the well-being and privacy of our staff and clients may suffer irreparably.

Employees of United Native Friendship Centre are required to keep all confidential information and relevant knowledge regarding the facility, our staff and our clients confidential both during and after their term. These practices have been adopted as they have been deemed essential to the protection of the United Native Friendship Centre and the well-being and privacy of our staff and clients.

Confidentiality Agreement

The following is classified as confidential Information:

- Client lists;
- Client educational information (including grades, report cards, reviews, etc.);
- Client medical information;
- Client personal information;
- Information gathered during client interviews;
- Staff personal information;
- Personnel information;
- Human resource planning, policies or procedures;
- Facility financial information, status and statements;
- Any information, or documentation labelled "Confidential" by the organization, or listed as such by separate memorandum, or e-mail that informs of confidential status;
- Any information pertaining to the United Native Friendship Centre's clients, parents of clients, staff, and visitors.
- (other confidential information)

Any information relating to the United Native Friendship Centre that is freely in the public domain may not be considered "Confidential". In the event that an employee can prove that information was possessed before it was received from United Native Friendship Centre or that

information was gained from an unrelated third party, said information will not be classified as "Confidential".

Nondisclosure:

In working for the United Native Friendship Centre, employees shall not divulge, disclose, provide or disseminate Confidential Information to any third party, including family members, not employed by United Native Friendship Centre at any time, unless United Native Friendship Centre gives written authorization. Furthermore, Confidential Information shall not be used for any purpose other than its reasonable use in the normal performance of duties for the United Native Friendship Centre.

Company Property:

Upon the end of employment, employees shall promptly return (without duplicating or summarizing), any and all material pertaining to United Native Friendship Centre business, clients, parents of clients or staff in their possession including, but not limited to: all client information, physical property, documents, keys, electronic information storage media, policies, manuals, letters, notes and reports.

Legal:

This agreement will not supersede any legal obligation to disseminate information when required to do so in a court of law.

Acknowledgment and Agreement / Statement of Confidentiality

I, _____, acknowledge that I have read and understand the Confidentiality Agreement of the United Native Friendship Centre and I 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.

Name: _____

Signature: _____

Date: _____

Witness: _____