



## **CONFIDENTIALITY AGREEMENT**

As a condition of my employment, appointment or placement, I agree to abide by the covenants of this Confidentiality Agreement.

I will not repeat/disseminate in any way, any information disclosed by staff, or learned, or observed, about the organization in the course of participation/employment with the Society:

- the nature of the organization's operations/finances/members;
- the organization's staff financial state, domestic life, any personal information; and
- all records of any kind accumulated during the course of participation/employ.

I will not disclose any information pertinent to the confidential business of the organization except as directed in writing/required by Statute.

I will not knowingly access information to which I am not entitled. I understand that access is a privilege, and such access to this information shall be directed only towards performance of my duties.

I understand that any breach of confidentiality will result in legal action.

DATE: \_\_\_\_\_ SIGNATURE \_\_\_\_\_

Print Name: \_\_\_\_\_

DATE: \_\_\_\_\_ WITNESS \_\_\_\_\_

Print Name: \_\_\_\_\_

Jan06