



Confidentiality Agreement

I, the undersigned, do willingly promise to hold in confidence, all matters that come to my attention, while serving as a Volunteer, Staff or Board member or Board advisor with the New Canadians Centre Peterborough (NCC). I will respect the privacy of staff and clients and all with whom I am working. Furthermore, I will use in a responsible manner, information gained in the course of my services with the NCC.

By signing this Confidentiality Agreement, I agree to the highest ethical standards and to abide by the following provisions:

1. All communications between NCC Board members, staff, volunteers, and clients are confidential.
2. The staff or volunteer shall not disclose confidential client information to a third party without the client's express consent to release such information.
3. The staff or volunteer shall not disclose confidential information to a third party without NCC's knowledge and consent.
4. I understand that as a staff or volunteer, I have a duty to keep client information confidential throughout my term as a staff or volunteer as well as after my employment or volunteer status ends.
5. I understand that my failure to abide by the terms of this Confidentiality Agreement may result in the termination of my participation as a staff or volunteer at the Agency.

Signature

Print Name

Date