

CONFIDENTIALITY AND NON-DISCLOSURE UNDERTAKING

STAFF FORM

I acknowledge that as part of my employment with Light of Christ RCSSD #16, I will be given access to Confidential Information which includes:

- Personal Information – Information about an "identifiable individual" such as a staff member, student or parent that is considered private and personal in nature such as names, e-mail addresses, academic and employment information.
- Confidential Information – Information which includes but is not limited to work product, research data, credit card or other financial information including proprietary information from third parties such as contractors, and other agencies.

I therefore agree as part of my duties as an Employee that:

- I will hold all Confidential Information in trust and strict confidence in both professional and social situations, as well as on social media.
- I will access and use Confidential Information only for the purposes required to fulfill my employment obligations, and not be for any other purpose.
- I will keep any Confidential Information in my control or possession in a physically and/or electronically secure location to which only I and other appropriate persons who have signed a confidentiality agreement with Light of Christ RCSSD #16 have access.
- I will not remove any Confidential Information from Light of Christ RCSSD #16 unless, and to the extent that, I obtain Light of Christ Schools' written pre-authorization. If I am pre-authorized, I agree to take all necessary steps to keep such Confidential Information secure and to protect such Confidential Information from unauthorized use, reproduction or disclosure.
- I will, with the assistance of Light of Christ RCSSD #16, take reasonable steps to become aware of and comply with all privacy laws and regulations, which apply to the collection, use and disclosure of personal information.
- I will return all Confidential Information to my supervisor or designate:
 - when I no longer need it for the purposes of my employment;
 - when designated in board policy; or
 - when directed by my supervisor.
- I will not disclose Confidential Information to any employee, consultant or third party unless:
 - they agree to execute and be bound by the terms of this agreement or a similar agreement; and
 - have been approved in writing by Light of Christ RCSSD #16.

I understand that a breach of this Undertaking or a breach of confidentiality or misuse of information could result in disciplinary action, up to and including termination of employment.

I understand that this undertaking survives the termination of my employment relationship with Light of Christ RCSSD #16.

I fully understand and accept the responsibilities set above relating to Confidential Information. I have read this document and I have had the opportunity to ask questions.

Name (Please Print) _____

Signature _____

Date _____

Witness _____