



HUMAN RESOURCES POLICY AND PROCEDURE MANUAL

Section: Terms of Employment

Confidentiality Agreement	Date Approved:	October 2021
	Director Responsible:	Director of People and Culture
	Date for Review:	October 2023

CONFIDENTIALITY AGREEMENT

I ACKNOWLEDGE that some of the information I will handle or have access to during my work as an employee, consultant, student or volunteer with KidsAbility is confidential.

I ACKNOWLEDGE that client information, or information which relates to clients or services or in any way identifies an employee, service provider or client of KidsAbility, is confidential and must be kept confidential to protect the individuals to whom the information relates.

I AGREE to use confidential information only for the purposes for which it was collected and purposes consistent with my responsibilities and in the course of my duties for KidsAbility.

I AGREE that I will not disclose, communicate, convey or allow to be disclosed, directly or indirectly to any person who does not requires such information in the course of duties for KidsAbility any private or confidential information whatsoever.

I AGREE THAT I will not allow any person or persons not entitled to such information to inspect or have access to any statement, record, correspondence, plan or other document or information of a private or confidential nature.

Signed this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
NAME (PLEASE PRINT)                      Discipline, Department or Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness