

CONFIDENTIALITY AGREEMENT

WHEREAS:

- A. Parent Classroom Assistants and volunteer participants (collectively "participants") are very important to the education of students at St. Catherine's Elementary School (the "school") and have a vital role in its day-to-day operations.
- B. Participants are highly respected and trusted by students and staff of the school.
- C. Staff of the school value participants' contribution to the student's learning and appreciate their help.
- D. The school wishes to maintain its reputation for protecting the safety, security, and privacy of its students, staff and families.
- E. To make sure that students, staff and families feel comfortable and safe, participants must respect the privacy of students, staff and families of the school.

I, _____ of _____
(name) (address)

agree that my participation with the school shall be strictly on the following terms and conditions:

1. I acknowledge that the school has advised me that all information and documents that I may have knowledge of or access to through my participation with the school are strictly confidential.
2. I promise and agree at all times to treat as confidential all information acquired through my participation with the school, and not to disclose same except as authorized by the school or by law. I acknowledge that such information is not to be altered, copied, interfered with or destroyed, except upon authorization and in accordance with the school's policies. I will not discuss such information with any party, nor will I participate in or permit the release, publication or disclosure of such information, nor will I copy, distribute, or disseminate such information, except as authorized by the school or by law.

I understand that this agreement and promise includes:

- (a) never discussing the personality, conduct, behavior, academic abilities or actions of a student, his or her school work, family or social life or any details thereof with anyone other than a staff member of the school directly concerned;

- (b) avoiding the use of names of students or their families in conversations with other students, staff, parents, friends or relatives;
 - (c) ensuring that disclosures of information are made only to persons entitled to that information;
 - (d) ensuring that conversations relating to students or their families or other school business are not conducted in public areas where conversations may be overheard by persons other than school staff directly concerned; and
 - (e) ensuring the confidential or personal matters concerning school staff are not divulged or discussed unnecessarily with other staff members or students, parents, friends or relatives.
3. I understand that compliance with the confidentiality requirements of the school is a condition of my participation and that the school may restrict my participation if I fail to comply.
4. I agree to be bound by the provisions of this Agreement and will continue to be so bound after I have ceased participating at the school.
6. I have been advised that I have the right to seek independent legal advice prior to signing this Agreement and I am signing this Agreement voluntarily.

SIGNED at _____, British Columbia, this _____ day of _____, 20_____.

Signature of Participant

Witness