



Confidentiality Agreement – Work Experience

Purpose

Work Experience Students of LSSD are required to keep all company/corporate confidential information and relevant knowledge confidential both during and after their time of work experience. These practices have been adopted as they have been deemed essential to the protection of and the well-being and privacy of company/corporate information.

Confidentiality Agreement

Confidential information is anything that directly pertains to the operations, facilities and staff of the work experience host company/corporation.

Any information relating to the company/corporation that is freely in the public domain may not be considered "Confidential". In the event that it can be proven that information was possessed before it was received from the work experience company/corporation or that information was gained from an unrelated third party, said information will not be classified as "Confidential".

Nondisclosure:

In my work experience with the host company/corporation, I shall not divulge, disclose, provide or disseminate confidential information to any third party not employed by the host company/corporation at any time, unless supervisor authorization has been given. Furthermore, confidential information shall not be used for any purpose other than its reasonable use in the normal performance of the work experience duties.

I further acknowledge that I have been provided an orientation.

Legal:

This agreement will not supersede any legal obligation to disseminate information when required to do so in a court of law.

Acknowledgment and Agreement of Confidentiality Agreement

I, _____, acknowledge that I have read and understand the Confidentiality Agreement for Work Experience. I agree to adhere to this agreement in its entirety. I understand that if I violate the rules set forth in the Agreement, I may face legal, punitive, or corrective action.

Name: _____

Signature: _____

Date: _____

Witness: _____