



# Confidentiality Agreement - Volunteer

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## Purpose

Volunteers of LSSD are required to keep all confidential information and relevant knowledge regarding our students, our staff and our facilities confidential both during and after their time volunteering. These practices have been adopted as they have been deemed essential to the protection of LSSD, and the well-being and privacy of our students and staff.

## Confidentiality Agreement

Confidential information is anything that directly pertains to the operations, students and staff of LSSD.

*Any information relating to the LSSD 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 LSSD, or that information was gained from an unrelated third party, said information will not be classified as "Confidential".*

### Nondisclosure:

In volunteering for LSSD, I shall not divulge, disclose, provide or disseminate confidential information to any third party not employed by LSSD at any time, unless LSSD or the employee gives written authorization. Furthermore, confidential information shall not be used for any purpose other than its reasonable use in the normal performance of volunteer duties for LSSD.

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 of Lord Selkirk School Division. 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: \_\_\_\_\_