



VOLUNTEER OATH OF CONFIDENTIALITY POLICY

Volunteers are required to maintain complete confidentiality regarding all information related to the organization and the people we support. As a Volunteer, you understand that you may be privy to personal or sensitive information about the people who receive our support, their families, our employees and the organization.

The Oath of Confidentiality Policy is required in order for you to Volunteer with Community Living Timmins Intégration Communautaire (hereafter known as CLTIC). Please complete this Oath of Confidentiality form and return it to the Human Resources Department.

OATH OF CONFIDENTIALITY

1. I agree to protect all personal information to which I have access in the course of my Volunteer activities with CLTIC.
2. I agree to use the personal information only for the purposes for which it was collected and purposes consistent with my Volunteer responsibilities.
3. I agree that I will only disclose personal information as permitted by the person and/or organization.
4. I understand that a breach of confidentiality will result in the termination of the Volunteer position.
5. I understand that my legal obligation does not end with my Volunteer activities, but continues in perpetuity, and that failure to keep confidential the personal information of the organization and the people we support is grounds for legal action.

By signing this form, I acknowledge that I have read, understand and will adhere to this policy.

Volunteer

Date

Witness

Date