



KAWARTHA PINE RIDGE
DISTRICT SCHOOL BOARD

Kawartha Pine Ridge District School Board

APPENDIX C – CONFIDENTIAL AGREEMENT

In consideration of his/her employment, the Employee hereby agrees as follows:

1. Confidentiality

The undersigned, in the course of performing the duties and responsibilities of his/her work with the Kawartha Pine Ridge District School Board (KPRDSB), acknowledges that he/she will from time to time have possession of various confidential and personal information.

Kawartha Pine Ridge is subject to Privacy legislation, namely the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Personal Information Protection and Electronic Documents Act (PIPEDA). Therefore, KPRDSB expects all of its employees to protect the privacy of individuals whose information is held in the custody of KPRDSB and to adhere to KPRDSB's privacy policies and practices.

a) With respect to Information, the Employee agrees to keep such Information confidential generally, and in particular:

- i) To hold all Information in strict confidence forever and not publicize or otherwise disclose any such information except to or with the prior written consent of an Authorized Representative of the Kawartha Pine Ridge District School Board (for purposes of the Agreement "Authorized Representative" shall mean the Director of Education or any other person designated from time to time by the Board or the Director);
- ii) To only access the specific confidential and/or personal information for which access has been granted;
- iii) Never copy personal information except as is required in the performance of the Employee's work with the Kawartha Pine Ridge District School Board; and
- iv) Always to use all reasonable precautions to ensure that all Information is properly protected and not disclosed to any unauthorized persons.

AGREED AND ACCEPTED this _____ day of _____ / _____ .
Month Year

Employee's Signature

Date

Manager's Signature

Date