

CONFIDENTIALITY/NON-DISCLOSURE FOR VOLUNTEERS

Please submit this completed form to Volunteers@calgaryacademy.com and retain a copy for your records.

I understand that Calgary Academy is subject to legal requirements, including, but not limited to, the Freedom of Information and Protection of Privacy Act (FOIPP), regarding the confidentiality and disclosure of information in its possession. As a volunteer with Calgary Academy, I understand that I am also required to comply with these obligations.

I further understand that, as part of my responsibilities as a volunteer, certain information must be treated as confidential and not disclosed, even when it is not specifically protected under legislation.

Information not generally available to the public about Calgary Academy, its operations, personnel, or students is considered confidential.

As a Calgary Academy volunteer, I understand and agree to the following:

I will not disclose, discuss, or share any confidential information.

I will not use confidential information for personal purposes or personal gain.

I will notify the Volunteer Coordinator before responding to any request, process, or proceeding that may require me to disclose confidential information concerning Calgary Academy, its operations, personnel, or students.

If I am legally required to disclose confidential information by law, court order, subpoena, or other compulsory process, I will advise the appropriate authority that the information is considered private and confidential and is not intended for further communication or distribution in any form.

I understand that this provision does not require me to take any action that would constitute contempt of court or obstruct the process of a tribunal or other authority legally empowered to compel disclosure.

I will continue to comply with the terms of this agreement after my volunteer service with Calgary Academy has ended, regardless of the reason for its conclusion.

Volunteer Signature

Calgary Academy

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