



## The Journey Neighbourhood Centre

Your neighbourhood centre

9 Ardglan Drive, Brampton, ON L6W 1V1

OB3 – 80 Orenda Court, Brampton, ON L6W 3N2

(905) 230-8666 • www.thejourneyneighbourhoodcentre.ca

### Confidentiality Agreement

As a staff member, placement student or volunteer of The Journey, it is essential to uphold the privacy rights and maintain the confidentiality of information you acquire from The Journey. This includes personal security, health and financial information, and any other information accessed through agency records or that has been shared in confidence by members of the community and by any other persons encountered in your capacity with The Journey. It excludes incidents where there is a legal obligation to share such information.

By signing this agreement, I understand and agree to the following:

1. I will respect the right to privacy for all individuals that are involved in The Journey, and will keep confidential all personal security, health and financial information I gain as a staff member, placement student or volunteer as well as information which the community member has requested be maintained confidential. I will not discuss, or disclose in any other way, confidential information which concerns The Journey unless directly authorized to do so by the Manger, Executive Director or Board Chair.
2. I will respect the confidentiality of information regarding The Journey, including information accessed through agency records or The Journey administrative operations. I will not discuss, or disclose confidential information in any other way, that concerns The Journey outside the agency.

I understand that any violation of this confidentiality agreement will result in disciplinary action, which can include termination of my position at The Journey.

I, \_\_\_\_\_, have read this Confidentiality Agreement, understand its contents, and agree to abide by the terms given. This signed agreement will be held on file in The Journey's records.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_