

## **Confidentiality and Non-Disclosure Undertaking**

I acknowledge that as part of my work or association with Revved Up I will be given access to information that is of a personal, confidential and/or proprietary nature, for example: personal information related to clients, staff, faculty and students such as names, email addresses, health information, and/or research data, and financial information (“confidential information”), for the purpose of fulfilling my obligations.

I, therefore agree:

- To hold all confidential information in trust and strict confidence and agree that it shall be used only for the purposes required to fulfill employment obligations, and shall not be used for any other purpose, or disclosed to any third party. **This includes access to information on oneself, coworkers, family members, personal friends or public figures.** I will also maintain the absolute confidentiality of personal, confidential and proprietary information in recognition of the privacy and proprietary rights of others at all times, and in both professional and social situations.
- To keep confidential information in my control of possession in a physically secure location to which only I and other persons who have signed a confidentiality agreement with Revved Up have access. This includes ensuring the security of data when accessed off site. I also agree not to disclose personal passwords that might allow others to access confidential information.
- Not to remove any confidential information from Revved Up, unless and to the extent that, I obtain approval from an appropriate manager. I agree to take all necessary precautions to keep such confidential information secure\*\* and to protect such confidential information from unauthorized use, reproduction or disclosure.
- To comply with all privacy laws and regulations, which apply to the collection, use and disclosure of personal information\*\*
- Upon demand by management to return all confidential information including written notes, computer documents, photographs, etc. to Revved Up possession and the responsible manager/director

I understand that a breach of confidentiality or misuse of information could result in disciplinary action up to and including termination of my position. Any breach or suspected breach must be reported to supervisor or the workplace safety coordinator as soon as possible.

**I understand that this undertaking survives termination of my relationship with Revved Up.**

I fully understand and accept responsibilities set above relating to personal confidential and /or proprietary information.

(Printed) Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Reason for Access (Circle one): KNPE 336 or 436 Student or Volunteer Term: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

*Revised May 12, 2022*