



## Confidentiality/Non-Disclosure Undertaking Volunteers

I, \_\_\_\_\_ understand that Rocky View School Division No. 41, hereafter referred to as Rocky View Schools, is bound by legal requirements, particularly but not limited to the Freedom of Information and Protection of Privacy Act (FOI/PPA), regarding confidentiality of and disclosure of information in its possession, and that as a volunteer of Rocky View Schools, I too, am bound by such requirements.

Additionally, I understand that as part of the duty imposed by law, certain information should be considered as confidential and not to be disclosed even if such information is not dealt with under any statute.

Information not generally available to the public in relation to Rocky View Schools or its operations, personnel, or students is considered to be confidential information.

I understand and agree to be bound by the following provisions as a Rocky View Schools' volunteer:

1. I will not disclose, discuss or share any confidential information.
2. I will not use confidential information for my own personal purposes or gain.
3. I will notify the principal, prior to complying, of any request, process or proceeding designed to require me to disclose confidential information concerning Rocky View Schools or its operations, personnel, or students.
4. In the event that I am obligated by law, order, subpoena or other form of compulsory requirement to disclose confidential information, I shall make it known prior to disclosure that this information is considered private and confidential and is not 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 any court or result in the obstruction of the process of any tribunal or other authority having the power to compel disclosure by law, order, subpoena or other form of compulsory requirement.
5. I will abide by the terms of this undertaking even following the conclusion of my volunteering with Rocky View Schools, howsoever arising.

Any clarification with respect to the expectations of Rocky View Schools relating to any matter set out in this undertaking may be obtained from the Associate Superintendent - Schools.

Dated at \_\_\_\_\_ Alberta, this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

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

*Authorized by School Personnel:*

|            |           |
|------------|-----------|
| Name:      | Position: |
| Signature: |           |

*Reference:*

- AP491 Volunteer Coaches and Supervisors