

## **Employee Oath of Confidentiality & Acknowledgement of Privacy Obligations**

I, \_\_\_\_\_, an employee of Community Futures Dev. Corp. of Peace Liard, agree not to disclose information of any nature or kind that comes to my knowledge respecting or relating to any client of CFDC-PL or any program or service provided to such client, unless required by law. I acknowledge that this oath shall remain in force and effect during my employment with CFDC-PL, and after my employment with CFDC-PL has ended.

I acknowledge that all sensitive information and material which I have in my possession or of which I am cognizant, must be handled in the following manner to ensure that it will never fall into unauthorized hands:

- a) sensitive records or material must not be taken outside the confines of the office without the approval of the Executive. A record must be kept in the local CFDC-PL Office of any reports, documents, files or other material taken out of the confines of the office for any purpose;
- b) after working hours, all sensitive records and material must be returned to the proper storage containers. No materials or records of this nature are to be kept in the employee's desk after working hours;
- c) all information and material arising out of CFDC-PL work is the property of CFDC-PL, and must be kept in accordance with the provisions of (a) above. It must never be retained in an employee's possession on termination of service with CFDC-PL, and;
- d) all records and material in the possession of an employee must be turned into the Executive of CFDC-PL prior to an employee's termination.

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Note:

"Records" means correspondence, memoranda or other papers, books, maps, plans, photographs, films, microfilms, sound records, tapes, computer diskettes or other information/image bearing material regardless of physical form or characteristics that are made, received or preserved by any employee of CFDC-PL.

"Material" means equipment, apparatus and supplies.

I have read, understand and agree to be bound by the CFDC-PL:

- Client Privacy Policy;
- Employee E-mail and Internet Use Policy;
- Employee Privacy Policy.

I acknowledge that I have read the foregoing instructions concerning the handling of CFDC-PL sensitive information and material and that I am fully aware of my responsibility of protecting any sensitive materials with which I am entrusted as a consequence of my employment with CFDC-PL. I am aware that a breach of these instructions could result in immediate dismissal.

I understand that this acknowledgement will be retained on my personnel file. I understand and consent to the use of this acknowledgement for the purposes of monitoring compliance with workplace policies.

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Employee Signature

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Print Name

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Date

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Witness Signature

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Representative of Community Futures Dev. Corp. of Peace Liard  
Signature