



Confidentiality Acknowledgement

Confidential information about Albion Neighbourhood Services (ANS), its participants, clients, suppliers, volunteers or employees shall not be divulged to anyone other than the persons who are authorized to receive such information. If in doubt, no disclosure should be made without prior approval from the Executive Director. Release of confidential information relates both to internal and external disclosure.

All historical information, records, personal information and discussions relating to participants, clients, volunteers and employees must remain confidential. No information may be released without the express written consent of the individual(s) in question or an order of the court.

Confidential information obtained as a result of being a staff member/employee or volunteer of the organization is not to be used by a staff member/employee or volunteer for the purpose of furthering any private interest or as a means of making personal gains. Any confidential information obtained should be for the sole purpose of conducting one's duties at ANS. Use or disclosure of such information may result in civil or criminal penalties. Any and all of information obtained shall remain confidential after departure from a position of employment.

Any contravention of confidentiality will result in disciplinary action and/or immediate termination or could result in civil penalties and/or criminal charges.

I have read, understand and received a copy of the Confidentiality acknowledgement. It is my commitment to abide by the Confidentiality Acknowledgement Policy.

_____	_____	_____
Staff Member/Volunteer Name (Please Print)	Staff Member/Volunteer Signature	Date
_____	_____	_____
Witness Name (Please Print)	Witness Signature	Date