

Société Alzheimer Society

PRINCE EDWARD ISLAND

Access and Confidentiality Agreement

(Name - Employee/Volunteer/Student)

As an Employee/volunteer/student with privileges at the Alzheimer Society of PEI, you may have access to what this agreement refers to as “confidential information.” The purpose of this agreement is to help you understand your duty regarding confidential information.

Confidential information includes client information, employee/volunteer/student information, financial information, other information relating to the Alzheimer Society, and information proprietary to other companies or persons. You may learn of, or have access to, some or all of this confidential information through your employment or volunteer activities.

All employees/volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they have access or are exposed to while in the employ of the Alzheimer Society of PEI.

- ASPEI does record individual client and donor information.
- ASPEI collects and stores only that information needed to provide its services and fundraising activities.
- ASPEI will use the information provided to deliver services and to keep clients/donors informed and up-to-date on the activities.

Confidential information is valuable and sensitive and is protected by Alzheimer Society policies. The intent of these policies is to assure that confidential information will remain confidential – that is, that it will be used only as is necessary to accomplish the organization’s mission. As an employee/volunteer/student, you are required to conduct yourself in strict conformance to applicable Alzheimer Society by-laws and policies governing confidential information. Your principal obligations in this area are explained below. You are required to read and abide by these duties.

As an employee/volunteer/student, you understand that you will have access to confidential information that may include, but is not limited to, information relating to:

- Clients / Members (such as records, conversations, financial information, etc.)
- Employees / Volunteers / Students (such as salaries, employment records, disciplinary actions, etc.)
- Alzheimer Society information (such as financial and statistical records, strategic plans, internal reports, memos, peer review information, communications, etc.)

Accordingly, as a condition to and in consideration of your access to confidential information, you promise that:

1. You will use confidential information only as needed to perform your legitimate duties as an employee / volunteer/ student affiliated with the Alzheimer Society. This means, among other things, that:
 - a. You will only access confidential information for which you have a need to know, and
 - b. You will not in any way divulge, copy, release, sell, loan, review, alter, or destroy any confidential information except as property authorized within the scope of your professional activities with the Alzheimer Society, and
 - c. You will not intentionally or unintentionally misuse confidential information to which you have access.
2. You will safeguard and will not disclose any authorization you have that allows you access to confidential information.
3. You will report activities by any individual or entity that you suspect may compromise confidentiality. Reports made in good faith about suspect activities will be held in confidence to the extent permitted by law, including the name of the individual reporting the activities.
4. You understand that your obligations under this Agreement will survive the termination of your employment / volunteer position.
5. You understand that you have no right or ownership interest in any confidential information referred to in this Agreement. The Alzheimer Society may at any time revoke your authorization or access to confidential information.
6. At all times during your employment / volunteer position with the Alzheimer Society you will safeguard and uphold confidential information.
7. You will be responsible for your misuse or wrongful disclosure of confidential information. You understand that your failure to comply with this Agreement may also result in the loss of your employment / volunteer position at the Alzheimer Society of PEI

Signature Employee / Volunteer / Student (**Please circle Role**)

Date

Printed Name