



CONFIDENTIALITY AGREEMENT:

The Airdrie Regional Chamber of Commerce holds information for and about members, staff, and users of services. All those signing this agreement will treat all information regarding members, staff, and users of services as confidential.

All must sign an oath of confidentiality. A breach of confidentiality is reason for disciplinary action by the Board of Directors and/or Executive Director.

The need to maintain confidentiality about members and users of services and staff is present during the board members' term of election and beyond. The Personal Information Protection Act and Privacy Act guides the Chamber and the Board of Directors in ensuring that all information about clients is considered, handled, and treated with utmost consideration of the clients' right for privacy.

CONFIDENTIALITY AGREEMENT:

The Airdrie Chamber of Commerce ("Chamber") recognizes the importance of member and employee ("individual") confidentiality as more particularly described in the Personal Information Protection Act, ("The Act"). Any information provided to staff, directors, committee members or other volunteers of the Chamber including its members and employees must be kept confidential and the collection, use, or disclosure of this information shall be only in accordance with individuals' instructions or "The Act". Any breach of confidentiality will be dealt with immediately and appropriately.

As an employee, director, committee member or volunteer of the Chamber, I acknowledge the importance of the individual's confidentiality and shall:

- A. Ensure only sufficient personal information and/or business information of individuals is obtained or collected to complete our services for the individual.
- B. Ensure that the individual's personal information and/or business information is used and stored for purposes necessary to our services performed and as authorized.
- C. Ensure that where disclosure of personal information and/or business information is given as above noted, it shall be forwarded or duplicated to the correct parties intended, using specific information provided, such as correct fax number, email address, postal address and similar.
- D. Not disclose, publish, or otherwise disseminate confidential information of an individual to anyone other than staff/directors/committee members or other volunteers of the Chamber and as may be allowed by "The Act" or the individual.

I acknowledge that I understand the above and agree to abide by this policy during my services to the Chamber and thereafter.

Signed: _____

Date: _____

Name: _____