

# Terrace Women's Resource Centre Society

## Confidentiality Agreement

I, \_\_\_\_\_ agree that my employment by the Terrace Women's Resource Centre Society is on the following terms and conditions:

1. I acknowledge that personal and business information and documents that I may have knowledge of or access to through my employment is strictly confidential. I will not disclose same except as authorized in the course of my employment or by law.
2. I understand that this agreement and undertaking includes:
  - a. never discussing an individual client or colleague with anyone other than a staff member of Terrace Women's Resource Centre Society directly concerned;
  - b. avoiding the use of names of clients in conversations with other clients, friends or relatives; and
  - c. ensuring that confidential or personal matters concerning Society staff, Board, and general membership are not divulged or discussed with other staff or the public.

I understand and acknowledge that this confidentiality agreement is in force even after I have left the employment of the firm. All TWRC information, files, and materials remain the property of TWRC and are not to be removed without explicit consent from TWRC.

3. I understand that compliance with the confidentiality requirements of the firm is a condition of my employment and that failure to comply may result in termination of my employment by the Society.

SIGNED at \_\_\_\_\_, British Columbia, this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of staff member

\_\_\_\_\_  
Witness