



*HepCBC Hepatitis C Education & Prevention Society*

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OATH OF CONFIDENTIALITY FOR STAFF, CONTRACTORS & VOLUNTEERS

I, \_\_\_\_\_, do state that I am aware of the importance of confidentiality at HepCBC Hepatitis C Education and Prevention Society.

I avow that personal information which I learn in the performance of my duties or in discussion with staff and/or volunteers will be kept strictly confidential. I will treat as confidential all Personal Information (as defined herein), which comes to my knowledge in the course of performing the Services, and I will collect, use and disclose it only for the purpose of performing the Services. I will inform all employees and volunteers acting under my direction in the performance of the Services of this obligation, and obtain from each of them a written acknowledgement that they have been advised of this obligation and will be bound by it. This includes Personal information in any form about an identifiable individual including but not limited to:

- The individual's name, address or telephone number,
- The individual's race, national or ethnic origin, colour, or religious or political beliefs or associations,
- The individual's age, sex, sexual orientation, marital status or family status,
- An identifying number, symbol or other particular assigned to the individual,
- The individual's fingerprints, blood type or inheritable characteristics,
- Information about the individual's health care history, including a physical or mental disability,
- Information about the individual's education, financial, criminal or employment history,
- Anyone else's opinions about the individual, and
- The individual's personal view or opinions.

I further avow to strictly adhere to HepCBC's guidelines concerning the confidentiality of written material. I will treat as confidential all Materials and not permit its disclosure without our prior written consent except as required by applicable law, including the *Freedom of Information and Protection of Privacy Act*. I acknowledge that any authorities that I receive during the course of my volunteer duties and/or employment with the agency do not include the authority to speak on behalf of the agency, unless specifically given, in writing, by the Executive Director or designate.

Read, understood and accepted by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date