



Centre for Education
4603 – 48 Street
Stony Plain, AB
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Human Resources
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EMPLOYEE ACKNOWLEDGEMENT OF CONFIDENTIALITY, PROPRIETARY OBLIGATIONS & SECURITY

In order to comply with its obligations under the School Act and the Freedom of Information and Protection of Privacy Act, to assure the appropriate confidentiality and protection of information held by Parkland School Division No. 70 ("Parkland") and its employees in the course of providing education services to our learning community, it is very important that each of our employees understand and accept their own obligations of confidentiality as a result of being an employee of Parkland.

As a result, the purpose of this document is to advise, remind and confirm to each employee their obligations of confidentiality as an employee of Parkland, and have each employee confirm their understanding and commitment to preserve this confidentiality.

I _____ understand and agree that:
(Employee Name - Print)

1. All information obtained by me in the course of my employment with Parkland will be held by me in confidence and not disclosed to any third parties except where necessary in the authorized course and scope of my duties of employment.
2. I will hold in the strictest confidence all confidential information of Parkland coming into my possession through my employment, including information related to students, parents and employees of Parkland.
3. Parkland School Division No. 70 will own all of the benefits, profits, research, developments and anything else arising from your work, including proprietary rights, intellectual property rights, copy rights, patents, industrial designs, trademarks, moral rights and any other product of the work performed.
4. All Parkland School Division No. 70 issued keys are not to be duplicated for any purpose. Parkland School Division No. 70 Employee Photo Identification Cards and security codes are assigned individually to each employee and under no circumstances are to be shared with others.
5. Upon leaving the employment of Parkland, I will promptly deliver to Parkland any and all information, data, manuals, notes, records, plans or other documents held by me concerning the information, business or operations of Parkland.
6. The above Employee Acknowledgment terms and my general commitment to hold the information of Parkland confidential shall continue indefinitely beyond the conclusion of my employment of Parkland.

I confirm that I have read, understand and agree to the above.

(Employee signature)

(Date)