

Confidentiality Agreement

In the event that I, _____, am hired by the Seniors Assisted Transportation Society of Greater Edmonton (SATS) for volunteer or paid work, I agree not to disclose any personally identifiable information (name, telephone number, address, etc.) about the customers, former customers, or prospective customers of the SATS to anyone unless **all** of the following conditions are satisfied:

- I, the discloser, am a volunteer or staff member of the SATS when the information is disclosed,
- The receiver of the information is a volunteer or staff member of the SATS when the information is disclosed,
- The information is not passed through an intermediate messenger that is not a volunteer or staff member of the SDC when the information is passed, except the SDC Information Management System, and
- The information is given in the context of work at the SATS.

If I fail to meet **any** of the above conditions, I agree to take **full** responsibility for **any** detrimental effects of my actions to former, prospective, and present customers, volunteers, and staff members of the SATS and their families, the SATS, and any other involved parties.

Signature

Year

Month

Day

Witness

Signature