



Confidentiality Agreement

In accordance with Section 47 of the Municipal Freedom of Information and Protection of Privacy Act and Ontario Regulation 823,

I, _____, in the performance of my duties as a member of an Advisory Committee with the Township of Cavan Monaghan acknowledge, understand and agree to the following;

That the Municipal Freedom of Information and Protection of Privacy Act provides standards for and requires administrative, technical and physical safeguards to ensure the security and confidentiality of records and personal information under the control of the Township of Cavan Monaghan; and

That Ontario Regulation 823 intends to apply access and security considerations in the day to day administration of an institution's records and requires measures be taken to prevent unauthorized access to an institution's records.

I further acknowledge and understand that in the course of carrying out my duties, I may have access to and may be dealing with records containing confidential and/or personal information which reveals not only information about the identity of the person who is the subject of the record, but also the identity of a person who has provided information about the subject of the record.

I hereby agree to hold such information confidential and, except as may be legally required, will not disclose or release it to any person, at any time without proper consent or authorization.

I further agree to take appropriate security measures to prevent unauthorized access to confidential information.

Date (dd/mm/yy)

Signature

Witness