

APPENDIX A
Gravenhurst Public Library
Volunteer Confidentiality Agreement



Pursuant to Section 47(c) of the Municipal Freedom of Information and Protection of Privacy Act and Ontario Regulation 823:

I, _____ (please print name) am a volunteer for the Gravenhurst Public Library.

I HEREBY ACKNOWLEDGE AND UNDERSTAND 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 Gravenhurst Public Library.

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 as a volunteer, I may have access to and may be dealing with records containing confidential information and/or personal information which reveals the identity of the person who is the subject of the record or 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.

DATED at the Gravenhurst Public Library, this _____ day of _____, 20_____.

Witness

Signature of Volunteer/Guardian