

CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT - VOLUNTEER

This Confidentiality and Non-Disclosure Agreement is given to the Office of Advancement, Queen's University in consideration of being a volunteer for Queen's University.

I acknowledge that as part of my volunteering with Queen's University, I will be given access to information that is of a personal, confidential and/or proprietary nature, for example: personal information* related to alumni, donors, friends of Queens, staff, faculty and students, such as names, contact information, giving information, email addresses, salaries, academic and employment information, and/or trade secrets, research data, and credit card or other financial information ("Confidential Information"), for the purpose of fulfilling employment obligations.

I therefore agree:

1. To hold all confidential information in trust and strict confidence and agree that it shall be used only for the purposes required to fulfill volunteer obligations, and shall not be used for any other purpose, or disclosed to any third party.
2. To keep any Confidential Information in my control or possession in a physically secure location to which only I and other persons who have signed a confidentiality agreement with Queen's University have access.
3. I agree to take all necessary steps to keep such Confidential Information secure** and to protect such Confidential Information from unauthorized use, reproduction or disclosure.
4. To maintain the absolute confidentiality of personal, confidential and proprietary information in recognition of the privacy and proprietary rights of others at all times, and in both professional and social situations.
5. To comply with all privacy laws and regulations, which apply to the collection, use and disclosure of personal information***.
6. At the conclusion of any discussions, or upon demand by the Office of Advancement, to return all confidential information, including prototypes, code, written notes, photographs, sketches, models, memoranda or notes taken, to Queen's possession and the responsible manager/director.
7. To not disclose confidential, personal and/or proprietary information to any employee, consultant or third party unless they agree to execute and be bound by the terms of this agreement and have been approved by Queen's University in an official, legal capacity.

* **Personal Information** is any information about an "identifiable individual".

Confidential Information is any information which is designated by the University as confidential.

Proprietary Information is any information which is designated by the University as proprietary, like trade secrets and research data (also considered Confidential).

** For protection guidelines, please visit the ITServices website: <http://www.queensu.ca/its/security.html>

*** For privacy and access, please visit Queen's Access and Privacy website: <http://www.queensu.ca/accessandprivacy/index.html>

I understand that this undertaking survives the termination of my volunteer relationship with Queen's University. The laws of Ontario, Canada, shall govern this Agreement and its validity, construction and effect.

I fully understand and accept responsibilities set above relating to personal, confidential and/or proprietary information.

Volunteer Name: _____

Volunteer Email: _____ *Advance ID #:* _____

Volunteer Signature: _____ *Date:* _____

Purpose: _____

Manager or Dept Head Name: _____

Manager or Dept Head Signature: _____ *Date:* _____

Advancement Authorization Name: _____

Advancement Authorization Signature: _____ *Date:* _____

Expiry Date: _____

(This form will be reviewed in 2 years. A new form may need to be signed at that time.)