

*This document is a sample for your reference. Canadian Alliance to End Homelessness and the 20,000 Homes Campaign and its partners do not take any responsibility whatsoever for your reliance on this sample in whole or part.*

## OATH OF CONFIDENTIALITY

1. I, **NAME, TITLE**, agree that I will faithfully discharge my duties as an employee/contractor/ volunteer / consultant /director for **AGENCY** and will observe and comply with all policies and procedures of **AGENCY** with respect to privacy, confidentiality and security of **AGENCY** business information not in the public domain, confidential information and personal information, which I understand as any information that could reasonably be retraced to a specific individual. I will take all reasonable precautions to prevent any unauthorized collection, use, disclosure and destruction of this information while I am employed by, affiliated with or in a contractual relationship with the **AGENCY**.
2. Unless legally authorized to do so, I will not use or disclose any of the information, as listed above, that comes to my knowledge or possession by reason of my role with the **AGENCY**, including after I cease to be employed by, affiliated with or in a contractual relationship with the **AGENCY** and for a period of (x) years thereafter.
3. Upon termination of my engagement with **AGENCY**, or upon request at any time by **AGENCY**, all documents and other material that contain any of the information, as listed above, that I have in my possession and/or control will be promptly delivered by me to **AGENCY**.
4. At **AGENCY'S** written direction, I will erase all of the information, as listed above, that is stored electronically in all devices, including but not limited to computers, laptops, USB and other storage devices or media and mobile phones.
5. I understand and agree that a breach of this oath is just cause for termination of my employment, affiliation or contractual relationship with the **AGENCY**.
6. I am aware that the **AGENCY** has policies and procedures regarding privacy, confidentiality, and security of information and I understand and agree that it is my responsibility to be familiar with the requirements outlined in these policies and procedures (the "Policies and Procedures").
7. I agree that my use of the **AGENCY'S** electronic or paper files, email, other electronic applications, computers, cellular phones or other electronic devices may be monitored by the **AGENCY** or its designate at any time to ensure appropriate usage, confidentiality and security.
8. I agree to refer to the **AGENCY'S <Position Title>** for the details of the Policies and Procedures and any other information required for me to understand and fulfill my obligations as set out herein.

I make this oath on the \_\_\_\_ day of \_\_\_\_\_, 2015, as evidenced by my execution.

---

NAME OF EMPLOYEE/CONTRACTOR/VOLUNTEER/CONSULTANT/DIRECTOR

SAMPLE