



## OATH OF CONFIDENTIALITY FOR UNIVERSITY OF CALGARY VOLUNTEERS

*The University of Calgary (UCalgary) thanks you for your time and effort as a volunteer for the University. In order for you to perform your volunteer services, UCalgary will provide you access to certain Information. In our efforts to protect this Information, we have created this agreement to explain your rights and responsibilities with regard to the Information. Please carefully read this agreement and indicate your consent by signing below. If you have any questions or concerns about the agreement or how to appropriately handle sensitive information, please contact your UCalgary liaison.*

I, the undersigned, understand that advancement information and data maintained by UCalgary is the university's property and is sensitive and highly confidential. I acknowledge that access to, and use and disclosure of this information is governed by the Freedom of Information and Protection of Privacy Act of Alberta and the university's Acceptable Use of Information Assets Policy.

I further acknowledge that this data may only be accessed, used, or disclosed for purposes required to fulfill volunteer obligations on behalf of the University of Calgary in accordance with Terms and Conditions for Advancement Data Sharing with volunteers.

When my status as a volunteer is inactive, I will destroy all electronic copies and shred all paper copies of the data I have received and/or developed or I will return the data to the University. Failure to fully abide by this agreement may result in the relinquishment of my role as a volunteer.

*Thank you for working with us in this way to preserve the confidentiality of University information.*

**Executed by:**

Name (print) \_\_\_\_\_

Title (print) \_\_\_\_\_

Affiliation (Organization): \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Received by:**

Name of UCalgary Representative (print) \_\_\_\_\_

Name of UCalgary Faculty/Unit/Department \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_