



Foothills Minor Hockey Association Confidentiality Agreement

_____ of _____
(name) (address)

in the Province of Alberta, agree that my work for Foothills Minor Hockey Association ("the association") shall be strictly on the following terms and conditions:

1. I acknowledge that I have been advised by the association that all information and documents that I may have knowledge of or access to through my work for the association are strictly confidential.
2. I undertake and agree at all times to treat as confidential all information acquired through my work for the association, and not to disclose same except as authorized in the course of my work or by law. I acknowledge that such information is not to be altered, copied, interfered with or destroyed, except upon authorization and in accordance with the policy of the association. I will not discuss such information with any party, nor will I participate in or permit the release, publication or disclosure of such information, nor will I copy, distribute, or disseminate such information, except as authorized in the course of my work or by law.

I understand that this agreement and undertaking includes:

- a. never discussing the personality of a member or player, his or her information or any details thereof with anyone other than an employee or board member of the association directly concerned;
 - b. avoiding the use of names of members or players in conversations with other members, players, friends or relatives;
 - c. ensuring that disclosures of information are made only to persons entitled to that information;
 - d. ensuring that conversations relating to members, players or other association business are not conducted in the lobby, arena or in public areas where conversations may be heard by other than association employees or board members; and
 - e. ensuring the confidential or personal matters concerning association staff, members or players are not divulged or discussed unnecessarily with other employees, members or players.
3. Duty of confidentiality
 - a. An association volunteer or employee shall hold in strict confidence all information concerning the business and affairs of members and players acquired in the course of association business, regardless of the nature or source of the information or of the fact that others may share the knowledge, and shall not divulge any such information unless disclosure is expressly or impliedly authorized by the member, player's parent/guardian, or is required by law or by a court.
 - b. An association volunteer or employee shall take all reasonable steps to ensure the privacy and safekeeping of a member or player's personal and confidential information.
 - c. An association volunteer or employee shall not disclose the fact of having been consulted or retained by a person unless the nature of the matter requires such disclosure.

- d. An association volunteer or employee shall preserve all members' or players' secrets even after the member or player ceases to be a member of or player for the association, whether or not differences have arisen between them.
 - e. I understand and acknowledge that, as a volunteer or employee of the association, I am required to honour and be bound by those provisions in the same manner as all the volunteers and employees in the association, even after I cease to be a volunteer, employee or member of the association.
- 4. I understand that compliance with the confidentiality requirements of the association is a condition of my work and that failure to comply may result in termination of my membership or employment by the association.
 - 5. I agree to be bound by the provisions of this Agreement and will continue to be so bound following the termination of my membership or employment.
 - 6. I have been advised that I have the right to seek independent legal advice prior to signing this agreement.

SIGNED at _____, Alberta, this _____ day of _____, 20_____.

Signature of volunteer or employee

Witness