{Health Authority name} – Confidentiality Acknowledgement

The collection, use and disclosure of personal information under the custody and control of Fraser Health is governed by British Columbia’s *Freedom of Information and Protection of Privacy Act (FOIPPA)* and the policies of the {Health Authority}.

Volunteers are required to ensure confidentiality of personal information and exercise discretion when discussing the business of the {Health Authority}. In the performance of duties, all information is confidential and shall only be accessed on a "need to know" basis to carry out individual responsibilities. Under no circumstance will volunteers permit unauthorized access to, or use of, personal or corporate information.

Information shall not be altered, copied, interfered with, destroyed or removed except as authorized.

Volunteers acknowledge their Volunteer Works/electronic personal user ID is equivalent to a legal signature. Personal user IDs shall not be disclosed to anyone nor shall an attempt to learn or use another person's user ID be made.

Volunteers acknowledge they have an obligation to report any unauthorized disclosures or demands for disclosure from outside of Canada, including subpoenas, warrants, or court orders to the Fraser Health Information Privacy Office. Volunteers are protected under FOIPPA and cannot be disciplined for reporting or refusing to process unauthorized disclosures or foreign demands for disclosure.

Compliance with the *Confidentiality Acknowledgement* is a condition of volunteering, privileges and association with the {Health Authority}.

***I acknowledge that I have read and understand the {Health Authority name} entitled Confidentiality and Security of Personal Information and understand the consequences for breach of this policy. I further acknowledge that I have read and understand the contents of this Confidentiality Acknowledgement Statement.***

Volunteer Name (Please Print)

Volunteer Signature

Date

Form Updated: August 2021

{Health Authority} Volunteer Resources Updated: 08/04/21