



Red Deer College
 100 College Blvd
 Box 5005
 Red Deer, Alberta T4N 5H5
 Telephone: 403.342.3360
 Web-site: www.rdc.ab.ca/community_relations

VOLUNTEER CONFIDENTIALITY AGREEMENT

COMMUNITY RELATIONS

The personal information you provide on this form is being collected in compliance with the provisions of the Freedom of Information and Protection of Privacy Act of Alberta, Section 33(c), and is being collected for the purpose of ensuring you understand your obligation to confidentiality as a volunteer for Red Deer College. If you have any questions about the collection of information on this form, please contact the Director of Development, Community Relations, Red Deer College, 100 College Blvd, Box 5005, Red Deer, Alberta T4N 5H5. Telephone 403.342.3360.

Red Deer College is responsible for maintaining information that may be privileged, confidential and/or exempt from disclosure under public law. Red Deer College uses and discloses personal information in accordance with the provisions of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act.

The purpose of this agreement is to outline the conditions relating to access and use of records (information in any form including books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner) that is the property of or in the possession of the Red Deer College.

I understand that:

- As a volunteer of the College I may be given access to confidential College information which relates to the College, its business partners, clients, students, employees, alumni, donors, prospective donors and/or volunteers.
- For all purposes, "confidential information" shall mean information, documentation, and methodology relating to or embodying all alumni or Community Relations database information; all information received via telephone communication, email or mail communication; computer systems; results of survey, solicitation, or research; training programs; and all materials and methodologies relating to any of the foregoing but not including such information or documentation which I can conclusively establish:
 - a) was within my knowledge prior to commencement of my initial service with Red Deer College, and/or
 - b) was or became general public knowledge without any act on my part.

I agree that:

- Apart from my duties as a volunteer of the College, I will not, during or after my service with the College, discuss with or disclose to others confidential information that I have become aware of, and will only use any confidential information for the purposes of researching, informing, cultivating, soliciting and stewarding donors, prospective donors, alumni, and friends to the College, and not for my own benefit or the benefit of any other organization.
- All materials prepared for me, and by me, for the College shall be and remain the property of the College and, apart from my duties as a College volunteer, I will not make or permit anyone else to make any copy, abstract, or summary of this material in any form; printed, electronic, digital, or otherwise or of any other material disclosed to me in the course of my volunteer service.
- For the duration of my volunteer service with the College, I agree to conduct myself professionally and ethically, within the boundaries of Alberta provincial legislation, and in accordance with the Freedom of Information and Protection of Privacy Act.
- I will adhere to all policies and practices of Red Deer College including, but not limited to prospect clearance, fund-raising project prioritization, event management and related insurance issues.
- Any sharing of confidential information by any means may result in the immediate termination of my volunteering from Red Deer College.
- The obligations set out above survive the termination of my volunteer service with the College.

ACKNOWLEDGEMENT

VOLUNTEER'S SIGNATURE	VOLUNTEER'S NAME (PRINT)	DATE
SIGNATURE OF AUTHORIZATION	AUTHORIZER'S NAME (PRINT)	DATE