

Comox District Teachers' Association

General Privacy and Confidentiality Acknowledgement

In accordance with British Columbia *Personal Information Protection Act* (PIPA) and applicable local policy, I am aware of the need to protect all personal information to which I have access in the course of my employment / volunteer / elected activities with the local. I understand that I am to use the personal information only for the purposes for which it was collected and purposes consistent with my employment / volunteer / elected responsibilities. I understand that I am to only disclose personal information as required or authorized by law. I understand that discipline or sanctions, up to and including dismissal (as per relative collective agreements), may result if I, through intent or negligence, access, collect, use, disclose, or dispose of personal information without authority. I understand that my legal obligation does not end with my employment / volunteer / elected activities at the local but continues in perpetuity and that failure to keep confidential the personal information of individuals is grounds for legal action.

By my signature I acknowledge that I have read and understand this obligation.

Name (Please print)

Role

Signature

Date