



TRANSLATION SERVICE WORKER
CONFIDENTIALITY NON-DISCLOSURE AGREEMENT
- TO BE COMPLETED ANNUALLY

CONFIDENTIALITY AGREEMENT (the "AGREEMENT")

BETWEEN:

THE CHRIST THE REDEEMER CATHOLIC SEPARATE SCHOOL DIVISION ("CTR") OF THE FIRST PART
- AND -

Translation Service Workers In Schools

PLEASE PRINT NAME

OF THE SECOND PART

The business of Christ The Redeemer Catholic Schools is to educate in a Catholic faith-based environment. In the course of providing educational services to students, CTR will be provided with certain information from students and their families, and will be adding to and creating additional information about and concerning these students. All of this information shall be treated and considered as "Confidential Information". In addition to this, the Translation Service Worker may come across school and jurisdiction business which is privileged, and it too shall be treated as "Confidential Information". CTR is bound by FOIP (Freedom of Information and Protection of Privacy Act R.S.A. 2000 Chapter F-25) and has a duty to protect the confidential nature of this information.

By signing this agreement the Translation Service Worker acknowledges and agrees that all Confidential Information

- provided to the Translation Service Worker, or
- to which access is provided by CTR, or
- which is collected on behalf of CTR, or
- inadvertently obtained by the Translation Service Worker from CTR,

shall remain confidential and will not be disclosed to any other person or persons who are not authorized to receive this information unless permission to disclose such information has been granted in writing by CTR.

If the Translation Service Worker is unclear or uncertain as to whether certain information is "Confidential Information" or whether a person asking or seeking to receive such Confidential Information is authorized to do so, then the Translation Service Worker shall direct all such inquiries to the administration offices of CTR and ask to speak to an Associate Superintendent.

Failure to comply with the provisions of this Agreement may lead to the suspension of Translation Service Worker activities at the school.

Signature of Translation Service Worker \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

The information collected on this form is personal information as referred to in the Freedom of Information and Protection of Privacy Act. This personal information is collected pursuant to the provisions of the School Act and pursuant to section 33(c) of the F.I.O.P. Act as the collection is related directly to and is necessary to a school board's obligation to provide a safe and secure school environment. If you have any questions or concerns regarding the collection and intended purposes, please contact the F.O.I.P. Coordinator at 301-23 Riverside Dr., Box 1318. Okotoks, AB T1S 1B3 or telephone (403) 938-2659.