

Dalhousie Women's Centre Confidentiality Agreement for Hiring and Staffing

I _____, understand that in having access to the Dalhousie Women's Centre's office and records and that I am privy to information about staff candidates and/or centre staff. I understand that I have access to confidential information and that this information:

- is not to leave the Dalhousie Women's Centre.
- that all personal information of staff candidates and/or centre staff is only to be used within the evaluation or hiring of staff of the Dalhousie Women's Centre.
- that confidential information in the centre is never to be used for personal gain.
- that any files will be dated, held for 5 years then destroyed.
- that if an individual requests their original document, it must be returned as soon as possible. This does not include hiring/staffing committee notes, documents carbon copied to them or forms belonging to the Dalhousie Women's Centre
- Confidential staffing and/or hiring documents and information held at the Dalhousie Women's Centre are not to be used or shared outside of the centre advocate.

I understand the statement above,

Signature

Date

Witness

Date

