

VOLUNTEER CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

I acknowledge that as part of my volunteering with The Greater Toronto Area Rewards Association (“GTARA”), I will be given access to information that is of a personal, confidential and/or proprietary nature, for example: personal information related to members or other information relating to the operations of the GTARA (hereinafter referred to as the “Confidential Information”). In consideration for the opportunity to volunteer with the GTARA, I therefore agree:

1. To hold all Confidential Information in trust and strict confidence and to use Confidential Information only for the purposes required to fulfill volunteer obligations, and not to use Confidential Information for any other purpose, or to disclose it to any third party;
2. To keep any Confidential Information in my control or possession in a physically secure location to which only I and other persons who have signed a confidentiality agreement with GTARA have access.
3. To take all necessary steps to keep the Confidential Information secure and to protect such Confidential Information from unauthorized use, reproduction or disclosure.
4. To maintain the absolute confidentiality of the Confidential Information in recognition of the privacy and proprietary rights of others at all times, and in both professional and social situations.
5. To comply with all privacy laws and regulations, which apply to the collection, use and disclosure of personal information.
6. To refrain from accessing, using, disclosing, posting or otherwise sharing any Confidential Information that I learn of, or possess, because of my volunteer work with GTARA, unless it is necessary for me to do so in order to perform my volunteer responsibilities.
7. At the conclusion of my volunteer role, or at any time upon demand by GTARA, to return all Confidential Information in my possession.

I understand that this agreement survives the termination of my volunteer relationship with GTARA. The laws of Ontario, Canada, shall govern this agreement and its validity, construction and effect. I fully understand and accept responsibilities set above relating to the Confidential Information.

Agreed and Acknowledged:

Date:

Name (Printed):

Signature:

GTARA Representative:

P.O. Box 748 31 Adelaide Street East, Toronto, Ontario, Canada M5C 2J8