



**WIKWEMIKONG BOARD OF EDUCATION**

**STATEMENT RESPECTING CONFIDENTIALITY**

I hereby acknowledge that while employed with the Wikwemikong Board of Education I will have access to:

1. highly sensitive information dealing with personal client data;
2. information contained in files and records that is confidential;
3. the identity of a person who has provided information for the records and files;
4. a protected password that only I and the IT administration know; and
5. Trillium and Students Achieve at home, and potentially to other ways of accessing confidential data remotely while not on WBE property.

I agree to hold such information confidential and except, as I may be legally required, I will not disclose or release it to any person at any time. I will also maintain the confidentiality of the password for access to the information on line. **NO ONE** else will be given access to the information while I am accessing confidential data (including Trillium or Students Achieve) at an off-site location. Any remote computer will be in a private location, protected from the view of others, and I will log off any sessions prior to anyone else having access to the computer.

**If any information is compromised or leaked, I will notify The Director of Education and the IT program manager immediately.**

I acknowledge that disclosure of any information held to be confidential to any unauthorized party could result in disciplinary measures including summary dismissal.

Dated at Wikwemikong this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_.

\_\_\_\_\_  
Employee (print name and sign)

\_\_\_\_\_  
Witness - Wikwemikong Board of Education  
(Principal or Supervisor)