

## Dalhousie Women's Centre Confidentiality Agreement

I \_\_\_\_\_, understand that in having access to the Dalhousie Women's Centre's office and records that I have access to confidential information and that this information:

-is not to leave the Dalhousie Women's Centre. Copies can leave for advocacy purposes with the permission of the person being advocated for.

-that personal information is not to be read or used with out permission of the person in question.

-that confidential information in the centre is only to be used to advocate for individuals in question and never 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 staff or volunteers notes, documents carbon copied to them or forms belonging to the Dalhousie Women's Centre.

-Confidential documents and information held at the Dalhousie Women's Centre are not to be used or shared outside of the centre, except in the form of advocacy and with the consent of the advocate.

I understand the statement above,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

