



**CO-OPERATIVE EDUCATION WORK EXPERIENCE
CONFIDENTIALITY STATEMENT**

I, promise to hold in confidence all matters that come to my attention as a Co-operative Education or Work Experience student at the following placement:

- a) This includes material from and about clients, matters regarding colleagues, and other confidential information regarding the organization. I will respect the privacy of the people whom I serve and confer appropriately with my supervisor(s). Furthermore, I will use any information gained in the course of my service in a responsible and professional manner.
- b) To comply with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act (M-FIPPA)*, and Regulations as amended from time to time and, as well, with the placement's Policies, Regulations, and Administrative Regulations.
- c) To keep all information received, whether in oral, electronic or written form, confidential and stored in a physically secure location, and to use such confidential information only for the purpose of providing assigned tasks at the placement.
- d) That any and all documents, records, data and information, whether stored in electronic or in paper form, created or amended by the Co-op student, shall be the property of the placement. The Co-op student shall not have any moral rights to the documents, records, data or information or rights in accordance with the *Copyright Act*.

Student Signature:

Parent/Guardian Signature:

Supervisor Signature:

Co-operative Education/Work Experience Teacher Signature: