

Employee Confidentiality Agreement

As an employee of Ryerson University, I understand that I have a legal obligation to protect personal information and other kinds of restricted information as defined in the University's Information Protection and Access Policy for Restricted Information.

In accordance with the Freedom of Information and Protection of Privacy Act and Ryerson University confidentiality and protection of privacy policies, I agree to protect from unauthorized uses and disclosures all restricted information, including personal information, to which I have access in the course of my employment or volunteer activities with Ryerson University. I agree to use the personal information only for the purposes for which it was collected and purposes consistent with my employment or volunteer responsibilities. I agree that I will only disclose personal information as permitted by law. When I become aware of personal information that is lost, shared in an unauthorized way, or any other form of privacy breach I understand I am required to notify the Ryerson's Information and Privacy Protection Coordinator immediately. I understand that discipline or sanctions, up to and including dismissal, may result if I access, collect, use, disclose, or dispose of personal information that contravenes legal obligations or the University's established policies and procedures. I understand that the obligations of this Agreement will survive the termination of my employment or volunteer activities at Ryerson University and that failure to keep confidential the personal information of individuals is grounds for appropriate disciplinary and/or legal action.

By my signature I acknowledge that I have read and will abide by this agreement. I also acknowledge that I have read and understood Ryerson's Information Protection and Access Policy - Restricted Information and the related Procedures for Protecting Restricted Information and Providing Access to Information; the Privacy Breach Notification Process, the Information Protection Policy (General Best Practices), and I have reviewed the [General Counsel's Information and Privacy web page](#) where details about privacy protection and information security best practices is located.

Note: Policies are also available on the [University Administrative Policies and Procedures page](#).

Name (please print)

Department

Signature

Date