MFAc Internship Advisory Board

**VOLUNTEER/INTERN/MENTOR/MENTEE CONFIDENTIALITY AGREEMENT**

York University, its divisions, departments and faculties (herein referred to as York University) and the York University MFAc Internship Advisory Board (MIAB) would like to thank you for volunteering your time and/or accepting an internship/mentorship to support York University. You are part of a dedicated group of volunteers/interns who are committed to keeping MFAc students, employers, alumni and faculty connected to the University and each other.

As a Volunteer/Intern/Mentor/Mentee for York University and/or MIAB,

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby agree that:

(Print full name)

1.For all purposes, “Confidential Information” means all personal information, in any form, specific to students, alumni, donors, faculty, employers and friends of York University, including but not limited to, names, contact information, immigration information, email addresses, academic and employment information, and/or trade secrets, research data, and other financial information including but not limited to corporate strategies relating to the governance and operations of MIAB, York University and/or any of its faculties, divisions, schools, departments, units or offices. Confidential information may be contained in documentation relating to all students, employers, faculty and alumni or other database records and includes all information collected via telephone communication, working group, email or mail communication, solicitation, or research, in addition to other sources.

2.I shall treat all Confidential Information that I collect, receive or have access to during the term of my volunteer/internship/mentoring with York University and/or MIAB as sensitive and strictly confidential.

3.I shall access Confidential Information for the purposes of (a) informing students, employers, faculty and alumni of upcoming events/ initiatives, (b) inviting them to provide updated contact information to receive electronic invitations and communications from MIAB and York University (“the purpose”) and (c)administering MIAB’s activities.

4.I shall only use Confidential Information as required for the Purpose described in this Agreement. I shall not disclose, divulge, or communicate to any person, firm or corporation other than York University (which includes MIAB), whether in writing or orally, any Confidential Information (as herein defined) of which I may become aware of in the course of my service at York University and/or with MIAB. I shall not, nor shall I permit anyone else on my behalf, to make a copy of Confidential Information in any form or medium while acting as a volunteer/intern.

5.I agree that all confidential data shall be and at all times remain the sole and exclusive property of York University and/or MIAB and is not to be used in any other way than for the agreed upon project or activity, during and after my term as a volunteer/intern.

6.I acknowledge and understand that York University and/or MIAB are subject to independent obligations arising under the Freedom of Information and Protection of Privacy Act in effect from time to time (“FIPPA”) and nothing in this Agreement will be construed to permit me to breach FIPPA’s terms. I acknowledge and understand that York University and MIAB are collecting Confidential Information under the authority of and in full compliance with FIPPA.

7.While acting as a volunteer, should I learn of any updates to the personal information I receive, I shall notify promptly notify MIAB of the details of such update unless the owner of that personal information requests that I not do so, in which case I shall not divulge any updated personal information.

8.Immediately upon the conclusion of the Term (as defined below), and at any other time as requested, I shall return all Confidential Information in any form, which are in my possession, control or power and delete/destroy any remaining copies.

9.Alumni volunteering with student clubs in addition to the above or interacting with students in their  alumni volunteer capacity are required to be aware of and adhere to the Code of Students Rights and Responsibiliti[es: (http://www.yorku.ca/oscr/pdfs/CodeofRightsandResponsibilities.pdf](http://es (http:/www.yorku.ca/oscr/pdfs/CodeofRightsandResponsibilities.pdf)).

10.I will address any questions or concerns and shall deliver all Confidential Information received or updated only to the following: Professor K. Paul Evans, MIAB Board Chair, pevans@yorku.ca, 416-736-5677

11.I understand that York University and/or MIAB reserve the right to terminate my involvement in the program at any time, at their sole discretion, by providing notice in writing.

12.This Agreement is effective and binding from the date of first signature until completion of your MIAB appointmentor otherwise terminated by York University and/or MIAB.

13.I acknowledge having read and understood this Agreement.

ACKNOWLEDGEMENT

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| VOLUNTEER/INTERN/MENTOR,/MENTEE’S SIGNATURE | VOLUNTEER/INTERN/MENTOR/MENTEE’S NAME (PRINT) |
|  | DATE |

OFFICE USE ONLY

|  |  |  |
| --- | --- | --- |
| AUTHORISER’S SIGNATURE | AUTHORISER’S NAME (PRINT) | DATE RECEIVED |