



VOLUNTEER PROGRAM

VOLUNTEER CONFIDENTIALITY AGREEMENT

The Children's Museum is committed to Canada's Personal Information Protection and Electronic Documents Act (PIPEDA). Donors, visitors, members, and volunteers may be assured that we will utilize measures such as locked cabinets and computer passwords to ensure that their information is protected. Please review the following terms and conditions.

1. I agree that all personal information I may encounter regarding the Children's Museum, its donors, visitors, members, volunteers and staff during my affiliation with the organization will not be released or communicated to any internal or external party without obtaining prior permission from a Department Manager or the Executive Director.
2. I agree that at no time will I produce hard copy or electronic lists of any donor, visitor, member, volunteer or staff information. Any list that I may be trusted with will be treated as confidential and returned to the Children's Museum immediately following its use.
3. I agree that I will not photograph, using any means, anyone in the Children's Museum without obtaining prior permission or specific direction from a Department Manager or the Executive Director.
4. Should a volunteer meet a child or family they recognize from the Children's Museum, the volunteer should not approach the child or family. Should a child or family recognize and approach a museum volunteer, the volunteer can acknowledge the greeting but, of course, is not required to continue a conversation.

I have read and understand these terms. I agree to the terms as outlined. I understand that any breach of the Confidentiality Agreement will constitute grounds for reprimand and/or additional consequences.

_____ Volunteer (Print Name)	_____ Signature	_____ Date (dd/mm/yyyy)
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For volunteers younger than 18 years of age:

_____ Parent/Guardian (Print Name)	_____ Signature	_____ Date (dd/mm/yyyy)
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