



Confidentiality Agreement

Privacy is a very important right of all people who are part of the Hinton Adult Learning Society. Each person, whether student, staff, volunteer, contractor or board member, must respect the confidentiality of all private information and materials. It is especially important that the identity of learners be protected. A breach of confidence could be very damaging to the individual, and to the program as a whole.

In a small community, careful steps must be taken to prevent breaking confidentiality. Students, staff, volunteers, contractors and board members are encouraged to talk about adult learning and literacy, but should avoid using any details about learners that might reveal his or her identity. Learners should never be identified without their explicit permission. This restriction includes your family, close friends and acquaintances.

This is meant to guide students, staff, volunteers, contractors and board members in maintaining the privacy and dignity of our learners, as well as the integrity of Hinton Adult Learning Society.

I _____, agree to maintain confidentially at all times, even after conclusion of my relationship with Hinton Adult Learning Society.

Signature: _____ Date: _____

HALS: _____ Date: _____
Executive Director