

Employee Confidentiality Agreement

As an employee of Toronto Metropolitan 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 Toronto Metropolitan 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 Toronto Metropolitan 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 Toronto Metropolitan University's Privacy Officer at fippa@torontomu.ca 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 Toronto Metropolitan 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 TMU'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 Access and Privacy web page](#) where details about privacy protection are located.

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

Name (please print)	Department
Signature	Date