

- to anyone outside the University unless the law explicitly permits; and
- 2. to anyone inside the University who does not need to know it to perform their work .

I understand I have a legal duty to protect the privacy of individuals whose personal information I obtain access to. I promise to keep personal information confidential and to handle it in accordance with: 1) the Freedom of Information and Protection of Privacy Act and its Regulations, 2) University Policies I 100 Confidentiality Policy, I 10-11 Protection of Privacy, and 1004 Access to Information and 3) applicable department policy.

I understand that I may be subject to the imposition of a disciplinary sanction and/or to a legal penalty if I, without authority, collect, access, use, disclose, store, retain or dispose of personal information in ways not permitted by law or University policy.

I understand that my legal obligation survives termination of my employment or volunteer activities at Simon Fraser University. By my signature I acknowledge that I have read and will abide by this agreement.

Department (Please print)

Name (Please print)

Signature

Date

Witness Name (Please print)

Signature

Date

Information and Protection of Privacy Act
 Gazette. The information on this form is collected for the purpose of documenting your agreement to maintain privacy and confidentiality as described above. This agreement is required for all new employees during the onboarding process. For more information speak with your immediate supervisor, contact the Information and Privacy Officer and look at SFU's FIPPA website at