
MENNO PLACE

Trinity Western University (TWU) – Confidentiality Agreement

It is acknowledged that in the course of participating in this student placement, I may have access to Confidential Information, and that such information is subject to obligations of privacy and confidentiality. More particularly, I understand that Menno Place is funded by a public body subject to the provisions of the *FOIPPA* and owes obligations of privacy and confidentiality to, among others, residents and Menno Place Staff.

I acknowledge and agree that all Confidential Information is deemed to be the property of Menno Place, and that this Agreement does not grant myself or TWU staff any authority to use, disclose, collect or retain such information or records except to the extent strictly required for participation in the Project. Without limiting the foregoing, in no case will I be permitted to retain or remove Health Records from Menno Place without the express written consent of Menno Place.

- 1) TWU acknowledges that this Agreement requires TWU to make disclosure of certain information about Students and TWU Staff to Menno Place. TWU shall obtain all necessary consents from Students and TWU Staff, including under the *Personal Information Protection Act* or the *FOIPPA*, as applicable, to permit such disclosures.
- 2) Menno Place shall protect the Personal Information of TWU Students and TWU Staff that is in the custody and control of Menno Place all in accordance with *FOIPPA*.
- 3) No Student will be permitted by TWU to participate in the Project unless he or she has signed a Confidentiality Agreement in a form approved by Menno Place prior to beginning their onsite experience.
- 4) This is not a blanket confidentiality agreement as to the project itself, but only to particular specific information as outlined above.
- 5) Upon written approval from Menno Place Director of Communications and Marketing, TWU has the right to publish the results in appropriate professional and academic publications, the right to use the outcomes in students' portfolios and university promotions and publications.

Martin Bartel, Instructor
CPSY 616, TWU

STUDENT NAME

STUDENT SIGNATURE

DATE: