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CHANNAL Oath of Confidentiality

This policy applies to all CHANNAL staff, organizational members, volunteers and students.

This is to certify that I, _____, understand that any information (written, verbal or other form) obtained during the performance of my duties and/or participation in groups and services with the Consumers' Health Awareness Network Newfoundland And Labrador (CHANNAL), must remain confidential; therefore is not to be made known, shared or discussed with other individuals. Likewise my own information will be held with the same confidence.

This includes all information about members, employees, and volunteers, as well as any other information marked or known to be confidential. All information and records are to be kept in a locked filing cabinet, and only used by authorized persons.

I understand that any unauthorized release or carelessness in the handling of this confidential information is considered a breach of the duty to maintain confidentiality.

***NOTE:** The only exception to this would be where it is required by law to release personal information (e.g. child welfare matters or harm to self, others or property concerns or court subpoena) or where the individual signs a written consent to release such information and is fully aware of the information being released. All decisions to release information must be brought to the attention of the Executive Director before such releases occur.*

I agree to abide by the confidentiality guidelines as defined by CHANNAL and further understand that any breach of the duty to maintain confidentiality shall be subject to discipline up to and including immediate dismissal and/or termination of my relationship with CHANNAL.

Signature of Employee/Member/Volunteer/Student

Date

Please return this form using one of the following methods:

By Mail: CHANNAL Provincial Office, Attn: Admin, 284 Lemarchant Rd, St. John's, NL, A1E 1R2

By fax: 709-753-7710

By email: admin@channal.ca