APPENDIX B: PSAC CONFIDENTIALITY AGREEMENT

All PSAC staff members and elected officers who will have access to member information through UnionWare or other sources are required to sign a statement of confidentiality, to be kept on file by PSAC.

Furthermore, when a request for export/print of a members list is made via UnionWare, the user will have to log the date of the request and the description/reason of the request. The UnionWare Administrator has access to query the reports log.

Statement of Confidentiality

I have read and reviewed the policies on privacy and confidentiality of employee and member files of PSAC, including information in the UnionWare system.

I understand that all employee and member information to which I have access is confidential and is not to be communicated or disclosed to anyone in any manner, except in accordance with PSAC policies or as required by law.

Name: _____ ***Component:*** _____

Branch/Section or RO: _____ ***Job title:*** _____

Signed: _____ Date: _____

Witness: _____ Date: _____