

**STRATFORD NORTHWESTERN SECONDARY SCHOOL
COOPERATIVE EDUCATION
STUDENT CONFIDENTIALITY AGREEMENT FORM**

Please read and sign

Students may not be aware of the nature of confidential information, the ease with which it can be breached, and the possible ramifications of doing so.

What is Confidential Information?

Any private information that is written or otherwise, to which an employee might have access but which should never be communicated to anyone other than the employer or supervisor.

How do students acquire confidential information?

1. By accessing personal files or written correspondence (e.g. medical, legal records, drawings, blueprints, receipts, or recipes).
2. By observing which customers do business with the employer.
3. By receiving information in the relaying of telephone or other kinds of messages.
4. By overhearing remarks made in casual conversation at the workplace (e.g. coffee breaks).

What is the Employer's Responsibility?

Employers should advise students of areas of confidentiality and where necessary require them to sign promises or "oaths of confidentiality" (e.g. financial and medical institutions).

Ways of breaching confidential information

1. Inadvertently making reference to names or information in a casual conversation.
2. Including such information in log sheets, journals, or assignments.
3. Participating in "gossip" sessions with placement employees.
4. Discussing information with peers and/or parents.
5. Discussing information with customers.

Implications of disclosing confidential information

1. The student will be removed from the Coop placement and program.
2. Customers and/or placement employees may be hurt and angered (this could extend to entire families or other businesses).
3. Employer's reputation could be damaged and subsequently result in a loss of business.
4. Cooperative Education program will lose credibility and the specific placement might be lost for future students.

Confidentiality Statement

I, the undersigned, promise to hold in confidence, all matters that come to my attention as a Cooperative Education student at _____ (placement). This includes materials from and about clients, matters regarding colleagues and other confidential information regarding the organization. I will respect the privacy of the people I serve, and confer appropriately with my supervisors. I will use, in a responsible manner, any information gained in the course of my service with _____ (placement).

Student Signature: _____ Date: _____

Cooperative Education Teacher Name: _____

Placement Supervisor Name: _____