



**CONFIDENTIALITY STATEMENT
VOLUNTEERS AND STUDENT PLACEMENTS**

I understand that, in compliance with pertinent legislation and the expectations for the Thames Valley District School Board (TVDSB), I have a responsibility to protect the privacy of students with respect to their personal information (e.g., name, school, contact information, medical conditions, school work, images, etc.).

I further understand that I may only collect and use the personal information of students under the authority of a TVDSB employee. Under no circumstances may I take video or photos of students for personal use and/or posting to social media sites. Further, I will not share, post or make adverse comments regarding anything I have seen or heard. I will bring any information of concern to the school administration.

I understand that records containing personal information will be retained in a secure, confidential manner.

I further understand that personal information in the custody and control of the Thames Valley District School Board will be used for the purposes for which it was obtained and that the information will not be disclosed except with the consent of the students, if over the age of 18, or the parent/guardian or for the purpose of complying with applicable legislation.

Name

Signature

Date

AODA CLAUSE If you require information in an alternate format, or require communication support, arrangements are made upon request by submitting a **Community Accommodation Request Form**. This form is found within the Accessibility link on the board's home page. You may also contact the Manager of Public Affairs and Community Relations, Cheryl Weedmark, who will guide you through the process, at cheryl.weedmark@tvdsb.on.ca.