

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> A-06
<b>POLICY:</b> Volunteer/Student Confidentiality Statement			
<b>DATE:</b> MAR28/01	<b>REV. DATE:</b> OCT 29/03	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 1

**POLICY STATEMENT:**

All new County of Renfrew volunteers and students must sign a ‘Volunteer/Student Confidentiality Statement’ (*pursuant to Section 47(c) of the Municipal Freedom of Information and Protection of Privacy Act and Ontario Regulation 823*) as a condition of a written offer or verbal offer of a volunteer or student position to ensure the security and confidentiality of records and personal information under the control of the Corporation of the County of Renfrew.

**PROCEDURE:**

1. A written or verbal offer of a volunteer or student position is conditional upon the completion of a ‘Volunteer/Student Confidentiality Statement’ (Appendix A) by a new volunteer or student.
2. The ‘Volunteer/Student Confidentiality Statement’ is signed, dated, witnessed, and placed in the individual’s personnel file with the Human Resources Department.
3. A new volunteer’s or student’s refusal to sign a ‘Volunteer/Student Confidentiality Statement’ after signing a written offer of employment, or accepting a verbal offer of a volunteer or student position, voids and nullifies the offer.
4. Although not currently required, volunteers and students who held positions with the County before the implementation of this policy are encouraged to sign a ‘Volunteer/Student Confidentiality Statement.’

**APPENDIX A:**

Form A-06: [Volunteer/Student Confidentiality Statement](#)