

## **Access to Personal and Confidential Information Acknowledgement**

Given your role at Humber, you may be granted access to personal information or confidential information (together referred to as “protected information”) as part of your role. Confidential information primarily means sensitive corporate or business information of Humber. Personal information can include items such as contact information, demographic information, ID #s, banking information, family contacts or criminal history regarding Humber personnel and/or students. Personal information as defined in the ***Freedom of Information and Protection of Privacy Act (the “Act”)*** is protected under the Act and as an employee, you are responsible for helping ensure the protection of personal information to which you have access. You are also bound by the terms of your employment not to improperly disclose other confidential business information of Humber.

As a condition of and in consideration of your access to protected information maintained by Humber, please remember that:

- 1.** You must only access protected information as may be required to perform the specific duties of your role at Humber.

Among other things, this means that:

- A.** You must only access protected information for which you have a need to know.
  - B.** You must not copy or disclose in any way including verbally any records of protected information except as authorized.
  - C.** You must not alter or destroy any records except as authorized.
  - D.** You must not carelessly handle any protected information in your custody.
  - E.** You must destroy any unneeded notes or copies you take containing protected information once such documents are no longer needed for the task you are completing.
- 2.** You must safeguard and not disclose any access code or any other authorizations that could allow others to access protected information.

3. You must report any and all activities you suspect that may compromise the confidentiality of protected information.

In addition, please remember access to protected information at Humber is a privilege, not a right, and that:

4. You have no right or ownership interest in any protected information collected by Humber or in Humber's care.
5. Your access to protected information is subject to periodic review, revision, and, if appropriate, renewal. Humber has the right to perform various access and use audits for its systems to ensure compliance with such obligations.
6. Humber may, at its sole discretion, revoke your access to protected information at any time and for any reason.
7. You can and will be held responsible for any and all activities undertaken using your access code and other authorization.
8. Failure to comply with the Act or the other confidentiality obligations pertaining to protected information may result in disciplinary action up to and including termination and/or legal prosecution.
9. The aforementioned obligations (including those under the Act) are irrevocable and transcend your service to Humber.

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## Acknowledgement

I have read this document in its entirety, and I acknowledge and agree to my obligations as an employee of Humber regarding to safeguard protected information and to abide by the *Freedom of Information and Protection of Privacy Act* at all times during my employment.

### Employee

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Full Name

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Signature

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Date (YYYY-MM-DD)

A copy of this signed Agreement will be filed with Human Resources.  
Please direct privacy-related inquiries to [access.privacy@humber.ca](mailto:access.privacy@humber.ca)