



HUMBOLDT FIRE DEPARTMENT CONFIDENTIALITY AGREEMENT

As a member of the Humboldt Fire Department, I acknowledge that in the course of my duties with the fire department I often obtain information that would not otherwise be available to me.

I recognize that all persons with whom I come into contact during the course of my duties have a reasonable expectation of privacy, and have the right to expect that I will conduct myself in a manner which protects their privacy, and which maintains their personal dignity.

I undertake and agree to keep any and all information learned in the course of my duties confidential both during and following my term of service with the fire department. Such information includes, but is not limited to, information learned about the Humboldt Fire Department, its personnel and internal operations, and information acquired through contact with and in connection with duties provided to, or in conjunction with, the operations of Humboldt & District Ambulance and the R.C.M.P., whether directly or indirectly.

I undertake and agree that I will not disclose to any unauthorized party any information obtained, nor will I make use of any such information for any purpose unrelated to my duties with the fire department.

Without restricting the generality of the foregoing, I specifically acknowledge that:

- (a) Regardless of how I may acquire information relating to the fire department, whether learned while on or off call, I will hold such information in the strictest confidence, and only share such information with those persons or agencies who need such information in order to perform their professional duties;
- (b) Volunteer membership on the Humboldt Fire Department does not entitle me to information regarding the internal operations of the fire department, or information pertaining to calls in which I did not participate;
- (c) I understand which information I am entitled to access, and I will not seek information to which I am not entitled;
- (d) All use of telecommunications and technology belonging to the Humboldt Fire Department is to be used in a responsible manner, which protects the privacy, confidentiality, and dignity of all persons who would have a reasonable expectation of privacy and confidentiality;
- (e) I will not participate in any breach of confidentiality, and I will report to the Humboldt Fire Department all breaches of which I have knowledge; and
- (f) I understand that any breach of confidentiality may result in disciplinary action being taken against me by the Humboldt Fire Department.

Signed before me on the _____ day of _____, 20____)

(Signature of witness)

(Signature of member)