

**Confidentiality Agreement
(For signature by members of UOIT
committees engaged in appointment and
promotion processes)**

I accept membership on the **Committee to Recommend a President** (the "Committee") and in so doing recognize that in this role I will have access to Confidential Information. By signing this Confidentiality Agreement and in consideration of the offer to serve on the Committee, I confirm that I both recognize and accept my responsibility to protect and keep confidential all Confidential Information shared with me in the course of or arising out of my service on the Committee. I further recognize and agree that this responsibility to protect and maintain confidentiality of Confidential Information continues during the term of service on the Committee and indefinitely thereafter.

For the purposes of this Confidentiality Agreement, Confidential Information includes:

1. All "personal information" (see Appendix A) of any individual, whether a candidate, a fellow Committee member and/or other employee of UOIT, whether received verbally or in writing;
2. Data in the aggregate related to the process including but not limited to: number of applicants, number interviewed, rankings and other similar information;
3. The deliberations of the Committee and any and all information relating to such deliberations including information (whether verbal or written) describing the Committee's deliberations;
4. Non-public university information, whether financial or otherwise, shared with the Committee in the course of its work; and
5. Any other information shared verbally in confidence, or marked confidential.

Notwithstanding the foregoing, Confidential Information does not include:

- 1) information about Committee processes (how the Committee operates);
- 2) information that is or becomes public knowledge other than through the unauthorized disclosure by a receiving party;
- 3) information that is legally required to be disclosed.

I acknowledge and agree that, in addition to other potential disciplinary consequences, I may be removed from the Committee if I fail to uphold my obligations to protect and keep confidential all Confidential Information. I understand that, even if removed, I continue to be bound to protect and keep confidential all Confidential Information indefinitely.

I sign this document to confirm that I have read, that I understand this agreement, and I hereby agree to and accept the terms herein.

Print Name
Date

Sign Name

Requests for information related to this agreement or the Committee should be made to boardoffice@uoit.ca.

Appendix – Personal Information:

“personal information” means recorded information about an identifiable individual, including, but not limited to:

(a) information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual,

(b) information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved,

(c) any identifying number, symbol or other particular assigned to the individual,

(d) the address, telephone number, fingerprints or blood type of the individual,

(e) the personal opinions or views of the individual except where they relate to another individual,

(f) correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence,

(g) the views or opinions of another individual about the individual, and

(h) the individual's name where it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.