**PLAST Ukrainian Youth Association of Canada**

**Plast Canada Non-Disclosure Agreement (NDA)**

1. **Purpose**
   1. To protect the identity and privacy of our volunteers and members.
   2. We encounter and manage personal and sensitive information about our volunteers and members related to health, Vulnerable Safety Checks (VSC) and other matters that is legally considered private and must be kept confidential.
   3. This information is to be treated as “Private and Confidential” at all times.
2. **Confidential Information**
   1. Confidential information will be identified as such by affixing a suitable note to the document/file by the person collecting that information.
   2. Confidential information should never be shared/discussed in the presence of third parties.
   3. Confidential information may be of spoken, hard copy, or electronic form.
   4. Databases and records containing confidential information shall be maintained in a secure manner to prevent unauthorized access.
   5. Confidential information is not to be released to third parties unless there is specific permission from the Stanychna Starshyna, in writing, allowing such. Such permission shall specify the following.
      1. Name of person authorized to share.
      2. Party with whom sharing is permitted.
      3. Name of person(s) whose information is being shared.
      4. Purpose of the sharing.
   6. Information deemed confidential shall include but not be limited to the following.
      1. Health and other personal information.
      2. Personal contact data not contained in the public record of the Plast Canada (KPS) and its Member Organizations (Stanytzi).
      3. Immigration information.
      4. VSC related information.
      5. Any other information not normally found in the public domain that may place members’ privacy at risk.
3. **Terms**
   1. By signing this agreement, the signatory agrees to abide by the highest ethical standards and to abide by the following provisions:
      1. All communication related to member “private information” is to be deemed confidential.
      2. No private client information is to be disclosed to a third party without express written authorization to do so as outlined in 2.b above.
      3. The duty to preserve confidentiality endures during and beyond the term of work with Plast Canada and/or its Member Organizations (Stanytzi).
      4. Failure to respect the required level of confidentiality may be cause for expulsion from membership in Plast and may give rise to legal action.
4. **Acknowledgement**

I, …………………………………………... (Print name) have read the Plast Canada’s Non-Disclosure Agreement and understand my obligations and responsibilities as a steward of such information and agree to abide by the terms of this agreement.

Signed in the city of ………………………in the province of \_\_\_\_\_\_\_\_\_\_\_\_ this …… day of ……….… 202\_.

……………………………………………  
Signature of member

…………………………………………………  
Signature of witness