

DIRECTORS' AGREEMENT CONFIDENTIALITY OF PERSONAL INFORMATION

The Canadian Condominium Institute – Grand River Chapter collects personal information from its members from time to time, and, in your capacity as a Director of the Institute, makes that information available to you for legitimate purposes of the Institute. The information is made available to you for specific reasons, and may include name, residence address and telephone number, residence mailing address, residence e-mail address, membership status with the organization, any credentials/certificates/designations the individual may hold from the Institute, credit card numbers/expiry dates, and academic transcript information.

The privacy of the Institute members is important to the Institute and its management. There are legal ramifications for the illicit use and/or disclosure of that information under the Federal Personal Information Protection and Electronic Documents Act (PIPEDA). As such, the Institute and its management have taken steps to ensure the confidentiality of that information. Part of this process is the creation and enforcement of the Institute Privacy Statement and supporting policies.

As a Director and/or Officer of the Institute, you acknowledge, by affixing your signature to this document, that certain member information is made available to you and that you undertake to protect the confidentiality of that information. Specifically, you undertake:

1. to respect the confidential nature of the information and to not disclose it to third parties without express consent of the person whose information it is;
2. to use such information as is disclosed to you only for the express purpose for which it is disclosed, and for no other purpose;
3. to refrain from copying, in any way whatsoever, the information so disclosed and retaining such copies for personal and/or professional use;
4. to refrain from accessing, or attempting to access, further information on any one or more individual member(s) than is necessary for you to complete the purpose for which the information was made available to you in the first place;
5. to return, where possible, the originals and/or copies of the information that were made available to you at the earliest possible date after their use;
6. not to alter such information in any way other than as directed, in appropriate form, by the person to whom the information belongs.

To which I have hereunder subscribed my signature this ____ day of _____, 20____.

Board Member Name (Please Print)

Board Member Signature