



## Confidentiality and Service Agreement – Volunteer

Volunteers for the Ontario Land Trust Alliance must comply with the terms of this Agreement. This form shall be returned to the Executive Director for retention in corporate records.

The Ontario Land Trust Alliance (OLTA) requires corporate confidentiality to be strictly maintained for all of the confidential information obtained by volunteers (including all Committee members and task persons) about business of the organization, as well as the clients, donors, partners or others served.

I acknowledge and agree that I will not divulge any confidential information, regarding the organization or its programs to anyone, other than what may be required in the regular course of business of the Ontario Land Trust Alliance. This includes but is not limited to confidential information pertaining to its financial status and operations such as budget information, donations of money or gifts in kind, salary information as well as any personal information pertaining to clients, donors, partners, Board, staff and other volunteers.

I will be provided with a volunteer job or task description, discuss expectations with assigned leaders, engage in related orientation or training and understand that reports, materials or products which may be created by me in the course of my service are part of the real property of the Ontario Land Trust Alliance.

I agree that upon termination of my volunteer role with the Ontario Land Trust Alliance, I will promptly return to the organization all materials obtained by me during my volunteer work, including but not limited to OLTA confidential documents, files, reports, manuals, equipment, membership lists, computer programs, funding proposals, etc. or otherwise dispose of these materials as I am directed.

Failure to comply with confidentiality policies and workplace standards of the Ontario Land Trust Alliance may result in disciplinary actions, training efforts or dismissal as a Volunteer.

I understand the above terms of agreement and agree to these terms:

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

***History of OLTA Board Policy Approval and Review: Policy Approved by the OLTA Board – May 18, 2016, Policy Continued by the OLTA Board – November 19, 2018 and Next Review – November 2021***