



CHF BC Sample – Confidentiality agreement

(remove header when adapting for use)

For management staff and any designated members with access to confidential information in the course of their duties. For directors, see the sample ethical conduct declaration which includes confidentiality.

[Full name of housing co-op or letterhead]

Confidentiality Agreement

I will comply with policies and procedures adopted by the co-op in respect of the *Personal Information Protection Act* of British Columbia.

Confidential information is:

- financial information and personal information about members, applicants, former members, residents and employees of the co-op, and,
- information about co-op business which should be kept private to protect the co-op.

I will not disclose any confidential information that I know through my position with the co-op unless authorized by the board of the co-op. This applies while I am a member or management staff of the co-op as well as after I leave the co-op.

Name

Date

Signature