

CONFIDENTIALITY AGREEMENT FOR STUDENTS USING ARCHIVAL MATERIAL FOR COURSE WORK

In consideration of being granted access to unprocessed and/or restricted archival material from the _____ [name of fonds/collection] in order to complete a project or assignment for _____ [course number], I _____ [print name] understand and accept the terms and conditions described below.

I understand that during my work on the course project or assignment I may have access to the personal information of identifiable individuals and/or the sensitive business information of Western or other organizations. I also understand that such information must be kept confidential in order to protect the privacy of those individuals and/or the business interests of Western or other organizations.

During my work on the course project or assignment and after its completion, I will hold all confidential information in trust and confidence and I will not use, disclose, communicate or convey, or allow anyone else to use, disclose, communicate or convey, directly or indirectly, any such information. I understand that unauthorized disclosure could be highly damaging to Western, individuals associated with Western, other individuals, or other organizations.

I understand that it is my responsibility to follow the instructions of my designated staff contact with respect to the use and disclosure of any confidential information to which I may be granted access. If there is any question as to whether specific information is considered confidential I must consult my designated staff contact before any use or disclosure of same.

I will not allow any unauthorized person(s) to inspect or have access to any material that is of a confidential nature, regardless of media format, and I will report any unauthorized access to my designated staff contact as soon as I become aware that any such access has occurred.

I will not remove any material containing confidential information, or copies thereof, from Western Archives unless authorized to do so by my designated staff contact. I will return such material to Western Archives upon termination of the project or assignment as requested by my designated staff contact.

I understand that if I do not comply with the terms and conditions of this Agreement I may be denied further access to the archival material required to complete my project or assignment and I may also be subject to academic penalty.

SIGNED at London, Ontario this _____ day of _____ 20____.

Student Signature

Staff Witness

Distribution: Original to Western Archives and copy to student