

1. Information Security & Confidentiality Obligations

As a volunteer serving McGill University, I understand that I have a legal obligation to protect any personal information and other kinds of confidential information (whether in written, verbal, electronic or other form) that I may receive or collect in the course of my volunteer activities (the “**McGill Confidential and Personal Information**”). I understand that the McGill Confidential and Personal Information includes personal information concerning individuals, confidential information about McGill University and its associated organizations and their members (such as the McGill Alumni Association, its constituent groups and branches, Friends of McGill, the McGill University Trust, and the Martlet Foundation of Hong Kong), as well as any other information otherwise marked or known to be confidential.

In accordance with the *Act respecting Access to documents held by public bodies and the Protection of personal information* (R.S.Q. c. A-2.1), and the McGill University Advancement Privacy Statement set out on Page 2 of this Volunteer NDA, I agree:

- (i) to store McGill Confidential and Personal Information in a secure manner to safeguard the contents from unauthorized disclosures;
- (ii) not to divulge McGill Confidential and Personal Information to another individual or organization, except with McGill University’s express written consent;
- (iii) to use McGill Confidential and Personal Information strictly for the purposes for which it was collected, and only in relation to my volunteer services for McGill University;
- (iv) that all information I collect during my volunteer service to McGill University, belongs to McGill University;
- (v) that McGill Confidential and Personal Information shall remain the sole property of McGill University at all times, and that I shall return it at the end of my volunteer services, or at any time, upon request by McGill University; and
- (vi) that I have been made aware of the McGill University Advancement Privacy Statement and will abide by it and support McGill University in adhering to this statement.

2. Security Incidents

I understand that if I become aware that any McGill Confidential and Personal Information has been lost or shared in an unauthorized way, or of any other form of privacy breach, I am required to notify my McGill University Contact (identified below) or security.dev@mcgill.ca immediately.

3. Media Requests

I will promptly refer any McGill University-related media requests for information or statements to a UA staff member or the McGill University Media Relations Office, and will not reply to such requests on my own.

4. Effect of Signature & Survival of Confidentiality Obligations

By my signature I acknowledge that I have read and will abide by this Agreement. I understand that the obligations of this Agreement take effect upon signature and will continue even after my volunteer service to McGill University ends.

McGill University Contact Name

Volunteer Contact

McGill University Contact Email

Volunteer Contact Email

McGill University Contact Tel. Number

Volunteer Tel. Number

Date

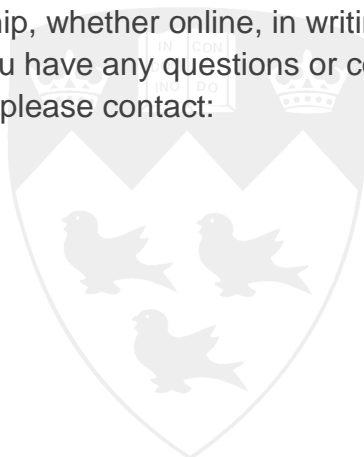
Volunteer Signature

PRIVACY STATEMENT

McGill University Advancement:

In compliance with the *Act respecting Access to documents held by public bodies and the Protection of personal information* (R.S.Q. c. A-2.1), any personal information that McGill University / University Advancement (UA) collects is handled in a confidential manner, by authorized individuals, and for the purpose for which it was collected. McGill University / UA collects and maintains personal information for the purpose of managing its relationship with alumni, students, parents, donors and friends of the University, and with the McGill Alumni Association, its constituent groups and branches, Friends of McGill, the McGill University Trust, the Martlet Foundation of Hong Kong, including communications about University news, invitations, fundraising, and special offers available to the University community. McGill University / UA will not disclose personal information to third parties, except as required by law or a court, or when having a third party perform services, in which case confidentiality clauses will ensure the protection of personal information. Personal information provided to McGill University / UA through this relationship, whether online, in writing or verbally, is subject to the above treatment by the University / UA. If you have any questions or concerns about your personal information or this privacy statement, please contact:

Supervisor, Biographical Records
McGill University
Martlet House, 1430 Peel Street
Montreal, QC H3A 3T3
info.alumni@mcgill.ca



Note: The *Act respecting Access to documents held by public bodies and the Protection of personal information* (R.S.Q. c. A-2.1) is available at:

http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=2&file=/A_2_1/A2_1_A.html