



CONFIDENTIALITY AGREEMENT

between

**Physiotherapy Education Accreditation Canada
 and
 Individuals serving as Corporation Members**

I, as a PEAC Member, hereby:

- acknowledge and agree to abide by the PEAC Mission, Vision, and Values
- understand that some aspects of PEAC's business are highly confidential in nature
- agree to keep confidential all materials and discussions with respect to the accreditation status of education programs (as per policies COUN-02 Confidentiality, and COUN-04 Electronic Storage of Confidential Data) and understand that all confidential material must be held electronically ONLY on
 - encrypted USB key(s) requiring a password in order access documents
 - password protected laptop/computer/tablet
 - third-party data service providers (eg cloud servers) approved by PEAC¹
- agree to transmit confidential documents via email only when the document itself is protected by password (and the password is not provided in the same email)
- agree to dispose of confidential materials as directed by PEAC

 Name

 Signature

 Date

Form Number: FORM-06	
Date of last revision	Associated documents
Sept 2008	COUN-02 Confidentiality
Feb 2012	COUN-04 Electronic Storage of Confidential Data
June 2013	
April 2016	PEAC Member Handbook

¹ This excludes the use of cloud servers such as iCloud, Microsoft 365, Outlook mobile, Google Drive, DropBox, etc.