

## Employee Confidentiality Agreement

*Instructions: Print and fill this page*

Supplier Name:

Contract title or purpose:

I, the undersigned (first and last name of supplier's employee):

undertake to respect the confidentiality of personal and confidential information to which I may have access under the terms of my contract with the Université de Montréal.

I acknowledge that I have read the provisions of the Act respecting Access to documents held by public bodies and the Protection of personal information, and undertake to comply with them.

In particular, I undertake:

- to access only the personal and confidential information required to perform my duties;
- to use such personal and/or confidential information only in the course of my duties;
- not to disclose any personal and/or confidential information that may come to my knowledge in the course of my duties unless I am duly authorized to do so;
- to ensure the security and confidentiality of personal and/or confidential information in all situations;
- to participate in privacy awareness and training activities intended for me;
- to use the personal and/or confidential information only in the files required to carry out the mandates entrusted to me under the Contract;
- to keep these files in such a way that only authorized persons have access to them, whether the personal and/or confidential information is on paper or technological media or any other medium;
- to protect access to personal and/or confidential information that I hold or to which I have access;
- to dispose of the documents, if they contain personal and/or confidential information, in accordance with the Privacy Policy and subject to the time limits set out in the Contract and the Confidentiality Agreement;
- promptly report any privacy breach, incident, or attempted incident, or any other situation

that presents a risk to the protection of personal information in accordance with the Confidentiality Agreement and applicable legislation;

- not to circumvent or attempt to circumvent the security mechanisms in place to ensure the confidentiality of personal and/or confidential information;
- upon termination of employment or contract, not to retain any personal and/or confidential information transmitted or collected in the course of my duties and to maintain my obligation of confidentiality with respect thereto.

IN WITNESS WHEREOF, I HAVE SIGNED AT (place):

This (date):

Name:

Title:

Signature: