

Declaration to Maintain Confidentiality

I _____ (name) hereby acknowledge that:

1. I have read and I understand ICAS's Privacy Policy, Information Data Security Policy and Records Management Policy. I agree to comply with requirements in these documents as they apply to my association with ICAS.
2. I agree to maintain the confidentiality of any information which is not available to the public and which may become known to me by reason of my association with ICAS.
3. I shall not directly or indirectly disclose such confidential information to any third party without the prior written consent of the Director/Senior Manager (or delegate) of ICAS.
4. I shall take reasonable precautions to maintain confidentiality and prevent disclosure of such confidential information.
5. I shall not use, exploit for my own benefit, or improperly use or permit to be used for the benefit of others, any confidential information gained by reason of my association with ICAS.
6. At the termination of my association with ICAS, or before then if requested by ICAS, I agree to return to ICAS any confidential information recorded in a material form in my possession, and which was obtained by reason of my association with ICAS.
7. I agree that my obligations under this declaration shall survive termination of my association with ICAS indefinitely.

Name

ICAS Name

Signature

Signature

Date

Date