Confidentiality Agreement

Upon taking OFFICE and/or serving as a COMMITTEE member

I,_____,_____
(Print Full LEGAL Name) (Member #)

Agree that during my term of office in The B C Muslim Association as an Official, I shall adhere strictly to and abide by the following terms and conditions:

1. I acknowledge that I have been advised that all information and documents that I may have knowledge of or access to through my term of office with **The BC Muslim Association** are strictly confidential.

2. I further undertake and agree at all times to treat as confidential all information acquired through my term of office, and not to disclose same except as authorized in the course of my term of office. I acknowledge that such information is not to be altered, copied, interfered with or destroyed, except upon authorization and in accordance with the policy of The B C Muslim Association. I will not discuss such information with any party, nor will I participate in or permit the release, publication or disclosure of such information, nor will I copy, distribute, or disseminate such information, except as authorized in the course of my term of office or by law.

3. I understand that this agreement and undertaking includes:

(a) never discussing Minutes, Letters or any other matters or any details thereof with anyone other than the Executives or Branch / Chapter officials directly concerned;

(b) ensuring that disclosures of information are made only to persons entitled to that information;

(c) ensuring that confidential or personal matters concerning salaried employees are not divulged or discussed unnecessarily with other members.

4. I understand and acknowledge that, as an Official of The BC Muslim Association I am required to honour and be bound by those provisions in the same manner, even after I have completed my term of Office.

5. I understand that compliance with the confidentiality requirements of THE BCMA is a required criterion for my term of office and that failure to comply will result in my suspension and or expulsion from THE BC Muslim Association.

6. Upon request by the BC Muslim Association, I shall forthwith hand over all documents in my possession relating to the position occupied at said time. I shall bear any and all costs related to not fulfilling this requirement.

Signature: _____ Date: _____
(Applicant)

Witness by: _____, _____
(Print Full LEGAL Name) (Member #)

Witness Signature: _____Date: _____