

UTM and Placement Site | Protection of Confidential Information Agreement

I _____ understand that as an academic intern at the University of Toronto Mississauga (UTM), I may have access to information about identifiable individuals, or other non-public information, protected by the Freedom of Information and Protection of Privacy Act (FIPPA), University policy, or operational requirements (Confidential Information).

Every person working at the placement site, including academic interns, must follow University requirements for Confidential Information in all forms, platforms, locations, and devices, including personal devices.

As an intern within this course:

1. I understand that all client/student information is Confidential Information, and I will protect it, consistent with this Agreement and all other applicable requirements.
2. I will not permit, nor provide access to Confidential Information to any unauthorized party.
3. I will make every reasonable effort to protect Confidential Information from unauthorized access.
4. I will not seek personal benefit or permit others to benefit personally by or from Confidential Information.
5. I will not share or disclose Confidential Information with or to any person, except as necessary for my work assignment.
6. I will not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry or to alter, destroy information, or commit any similar act. I will not view, remove, or modify any Confidential Information or other data, except as directed by my supervisor in the performance of my duties.
7. I will immediately report any privacy, confidentiality, or security issue involving Confidential Information, or other data related to my work, including any violation of this Agreement, to my supervisor.

When I cease my participation as an academic intern from UTM, I will return all related information and property that I have in my possession, including without limitation all Confidential Information, documents, files, records, manuals, or I will irretrievably delete or destroy such information if I am instructed to do so.

I understand that the violation of this Agreement, including disclosure of Confidential Information to any unauthorized person may violate legal requirements and/or University of Toronto policy, and could subject me to legal sanctions and/or discipline at the University, including termination / immediate removal from my internship duties without warning regardless of whether criminal or civil penalties are imposed.

Required Signature:

Intern Print Name:	Intern Signature:
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Date: _____