

**Burk's Falls, Armour & Ryerson Union Public Library**

(Policy [Orientation F-III-1](#), [Board Orientation A-7](#) )

**CONFIDENTIALITY AGREEMENT**

I, \_\_\_\_\_, agree with the following statements:

**I have read and understood the Burk's Falls, Armour & Ryerson Union Public Library's Privacy Policy.**

I understand that I may come in contact with confidential information during my time at the Burk's Falls, Armour & Ryerson Union Public Library. As part of the condition of my work with the Burk's Falls, Armour & Ryerson Union Public Library I hereby undertake to keep in strict confidence any information regarding any patron, employee or business of the Public Library or any other organization that comes to my attention while at the Public Library. I will do this in accordance with the Burk's Fall's, Armour & Ryerson Union Public Library's privacy policy and applicable laws, including those that require mandatory reporting.

I also agree to never remove any confidential material of any kind from the premises of the Public Library unless authorized as part of my duties, or with the express permission or direction to do so from the Burk's Falls, Armour & Ryerson Union Public Library.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature of witness)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_