



# East Carling Public School



814 Quebec Street., London, ON N5Y 1X4

Superintendent: T. Vacante

Principal: S. Young

Vice-Principal: S. Riley

Administrative Secretary: T. Windatt

## CONFIDENTIALITY STATEMENT

### VOLUNTEERS AND STUDENT PLACEMENTS

I understand that, in compliance with pertinent legislation and the expectations for the Thames Valley District School Board (TVDSB), I have a responsibility to protect the privacy of students with respect to their personal information (e.g., name, school, contact information, medical conditions, school work, images, etc.).

I further understand that I may only collect and use the personal information of students under the authority of a TVDSB employee. Under no circumstances may I take video or photos of students for personal use and/or posting to social media sites. Further, I will not share, post or make adverse comments regarding anything I have seen or heard. I will bring any information of concern to the school administration.

I understand that records containing personal information will be retained in a secure, confidential manner.

I further understand that personal information in the custody and control of the Thames Valley District School Board will be used for the purposes for which it was obtained and that the information will not be disclosed except with the consent of the students, if over the age of 18, or the parent/guardian or for the purpose of complying with applicable legislation.

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I confirm that I have completed the Accessibility for Ontarians with Disabilities (AODA) training for volunteers. Training information can be found at:

[https://www.youtube.com/watch?v=kQITwXSxs\\_4](https://www.youtube.com/watch?v=kQITwXSxs_4)

#### **Instructions:**

- Use the link above to complete or follow the instructions below
- Go to TVDSB website
- click on "Parents"
- Family Engagement
- Scroll down to "Volunteer"
- Watch the Accessibility Training Video

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_