



**Community
CarShare**

203-290 King St. E.
Kitchener, ON N2G 2L3

175 Longwood Rd. S. Suite 304A
Hamilton, ON L8P 0A1

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F:1-519-579-2195

Board Member Confidentiality Agreement

I, _____ of _____
(name) (address)

in the Province of Ontario, agree that my participation in the Community CarShare Board of Directors (“Board”) shall be strictly on the following terms and conditions:

1. I acknowledge that I have been advised by Community CarShare that certain information and documents that I may have knowledge of or access to through my participation with the Board are strictly confidential.

Confidential documents and information includes, but may not be limited to:

- financial information
 - data shared for the purposes of analysis
 - strategic direction or plans
 - personnel matters
 - legal matters
 - any other document or piece of information that is explicitly outlined as confidential by the Board Chair.
2. I undertake and agree at all times to treat as confidential documents or information, as described in point 1 above, which is acquired through my participation with the Board, and not to disclose same except as authorized in the course of my participation with the Board or by law. 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 Community CarShare. 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 participation with the Board or by law.

I understand that this agreement and undertaking includes:

- a. ensuring that disclosures of information are made only to persons entitled to that information;
 - b. adhering to the Community CarShare Privacy Policy.
 - c. presenting Community CarShare in a positive way to members of the community at large
3. I understand that compliance with the confidentiality requirements of Community CarShare is a condition of my participation with the Board and that failure to comply may result in termination of my participation with the Board.
4. I agree to be bound by the provisions of this Agreement and will continue to be so bound following the termination of my participation with the Board.

SIGNED at _____, Ontario, this ____ day of _____, 20____.

Signature of Board Member

Witness