

Interpreter and Captioner Confidentiality Agreement

Name of Interpreter/Captioner: _____

A. I am aware that in the course of providing any interpretation or captioning services to Saint Mary's University-Faculty of Science ("SMU") as an, I may have access to confidential information including health, financial, and legal information and other personal and business confidential information (which may include ideas, formulas or designs; training materials, computer programs; and other secret and proprietary information) and that in order for SMU to maintain confidentiality and its competitive position, all such information, including the location at which the services are provided, must be kept in confidence by me and not disclosed without express authorization by SMU and/or as may be required by law.

Therefore in consideration of my engagement as an interpreter/captioner from time to time, by SMU, I agree:

1. I will hold in strict confidence, and will not use, assist others to use, or disclosure to anyone, without the prior express written authorization of SMU, any information to which I am given access by SMU except such use or disclosure as may be required in order to carry out any interpretation/captioning services for SMU.

2. That I shall not derive any personal profit or advantage from any information (including but not limited to confidential information) to which I may have access during my interpretation/captioning services for SMU.

3. That preparation documents remain the property of SMU and /or the requester of my services at all time.

4. At the time my relationship with SMU is terminated, for any reason, I will deliver to SMU all documents related to interpretation/captioning services, and I will not retain any such information for myself, including any and all means from which the information can be recovered or reproduced in any form.

5. That confidential data includes all personal information which may, in any manner, identify an individual.

6. That any personal use of information (including but not limited to confidential data) is strictly prohibited.

B. It is understood that there is no time limit on any of the obligations under paragraph A.

C. I understand that my relationship with SMU as an interpreter/captioner is that of an independent contractor unless specified otherwise in a separate document signed by SMU and me, and that this Interpreter and Captioner Confidentiality Agreement is not intended, nor shall it be construed as,

changing in any way, my status as an independent contractor for any past or future work for SMU.

D. I certify that I have read and understand the foregoing Agreement.

Interpreter/Captioner Signature

Date