



**Deed of Confidentiality
Staff Member**

This agreement is made this _____ day of _____, 201____ between the
Phoenix Home Education Foundation ("Phoenix Foundation") of 320 19 Street SE, Calgary, Alberta,
Canada, and _____ ("Staff Member") of
_____ in the Province of Alberta.

Has been engaged to provide services to the Phoenix Foundation and as a direct result of this engagement, certain sensitive and confidential information, documents and materials belonging to or concerning the affairs of Phoenix Foundation and/or its students/clients ("Information") may become known to the Staff Member in the course of performing tasks. The Staff Member warrants that:

1. the term Staff Member will include contract, volunteer and temporary personnel engaged by the Phoenix Foundation;
2. all Information given, made known, or revealed by the Phoenix Foundation, its employees, servants, subcontractors, agents or clients shall at all times be treated by the Staff Member as Confidential and in accordance with this Deed of Confidentiality;
3. the Staff Member shall only make use Information in the performance of authorised duties and for the benefit of the Phoenix Foundation, and for no other purpose;
4. no Information relating directly or indirectly to the affairs of the Phoenix Foundation or its clients shall be conveyed to any third person or party, without the prior written consent of the Phoenix Foundation Administration;
5. the Staff Member shall not disclose or otherwise make public or divulge to any third person or party any Information or matter acquired, or in relation to any task undertaken as part of the engagement, without the prior written permission of the Phoenix Foundation;
6. the Staff Member shall not copy, reproduce nor transmit Information by any means, for any purpose, unless authorised to do so by the Phoenix Foundation; and
7. upon cessation of the engagement, or upon request, all Information relating to the Phoenix Foundation or any of its clients, including files, reports, manuals, course and all other materials relating in any way to the affairs of the Phoenix Foundation, its clients, or produced by the Staff Member during the engagement shall be returned to the Phoenix Foundation, forthwith.

This promise of confidentiality shall continue notwithstanding the cessation or termination of the engagement by the Phoenix Foundation. This Deed of Confidentiality shall be governed by and construed in accordance with the laws for the time being in force in the Province of Alberta.

Signed by the Staff Member

Signed for and on behalf of the Phoenix
Foundation

(Print Name)

(Print Name)