

Date: _____

To Whom It May Concern;

RE: _____

This letter is to confirm that the above-mentioned person is wishing to volunteer their services with a school in Red Deer Catholic Regional Division # 39. As per Division policy, it is now a requirement that all persons working with students within our division must have a Criminal Record Check completed.

Trusting this is in order.

Sincerely,



Rori-Lynn Daniel,

Principal

Have you completed a security clearance application? Yes _____ No _____

CONFIDENTIALITY UNDERTAKING FOR VOLUNTEERS

I, _____ agree to act as a volunteer with Red Deer
(name)

Catholic Regional Division (RDCRD No. 39) with the understanding that:

- I shall keep confidential all personal and confidential information which I may access or become aware of in the course of my service;
- I shall not disclose any such information acquired in the course and scope of fulfilling my duties or working with students and staff to any individual without authorization from RDCRD No. 39;
- I shall not disclose any personal information from any individuals without being expressly authorized by RDCRD No. 39 in advance to do so;
- Any records created by me in the course of my volunteer duties are the property of RDCRD No. 39;
- I shall relinquish to RDCRD No. 39 all control of any such records immediately upon completion of my service.

By signing this volunteer registration form, I am agreeing to the conditions outlined above.

(Signature)

(Date)

Parent/Guardian signature [if volunteer is under 18 years of age]:

(Signature)

(Date)

Information collected shall remain in the school and retained in accordance with the Freedom of Information and Protection of Privacy Act. Only the school principal or person designated by the principal will have access to the information.