



LEGAL AID ONTARIO  
AIDE JURIDIQUE ONTARIO

## NON-DISCLOSURE & CONFIDENTIALITY AGREEMENT

As an employee of Legal Aid Ontario, you are privy to confidential information. All information provided to a Legal Aid Ontario employee by a client is confidential, according to the provisions of the *Legal Aid Services Act*. This includes information about the case the applicant is involved in, as well as the applicant's personal and financial information. Most information provided by lawyers is also confidential.

All LAO records are to be treated as confidential material and may not be disclosed except in accordance with the provisions of LAO's Privacy Policy.

**NO ONE IS TO READ RECORDS** except insofar as the job requires it. **RECORDS ARE NOT TO BE DISCUSSED** among fellow workers except for an LAO business purpose. They should be treated impersonally as part of the day's work. All records are business documents and must be treated as such.

We are entrusted with the confidential records of clients and of personnel throughout the organization. It is expected that you will comply with the principles set forth in the LAO Privacy Policy and privacy principles. The provisions of the *Legal Aid Services Act* make it an offence to disclose confidential information.

### Employee Statement of Non-Disclosure and Confidentiality

I have read and understood this statement. I agree to abide by the LAO Privacy Policy as a condition of employment with Legal Aid Ontario. Unauthorized disclosure of any confidential material may result in immediate discharge from Legal Aid Ontario.

I acknowledge that I am bound by the terms of this agreement and the requirements of the *Legal Aid Services Act* and that these confidentiality requirements continue after my employment with Legal Aid Ontario has ceased. I understand that a breach of the confidentiality provisions of the *Legal Aid Services Act* may constitute an offence for which I may be prosecuted.

Stella K. Koostachin  
Employee Signature

March 26, 2014  
Date

Stella Kickee-Koostachin  
Print full name

AO-48  
Dept/Area Office