



Non-disclosure Agreement

As an individual with access to information from the Iranian Cultural Society of Nova Scotia (ICSNS), you must comply with the laws and policies governing such information.

- I understand that my access to confidential or sensitive information entrusted to or maintained and/or managed by ICSNS is approved solely in conjunction with my assigned duties as a board member of ICSNS and not for any other reason.
- I may only access information needed to perform legitimate duties as a board member. I may not make unauthorized changes to institutional information or look up, review, or analyze restricted or confidential information outside the scope of my role and responsibilities, even if I have access to that information, unless authorized to do so by my supervisor.
- I must protect the confidentiality, integrity, and availability of the ICSNS's information. I may not share ICSNS information or access with any unauthorized individual, whether internal or external to the ICSNS. I may not ask for personally identifiable information (PII) unless a legitimate business need exists.
- I must safeguard any physical key, ID card, computer network account, or e-mail list that enables access to ICSNS information. I will not allow others to access confidential or sensitive ICSNS information by sharing access credentials or any other means.
- Upon termination as a board member, I must not share any information received from ICSNS with anyone, including but not limited to former, current, or future members, commercial/non-commercial organizations, or any other entities.

I agree to be bound by this confidentiality agreement and to take all reasonable, necessary, and appropriate steps to safeguard private/confidential information from disclosure to anyone except as permitted under this agreement and the policies listed above. I understand that violation of this agreement may subject me to possible disciplinary action affecting my relationship with ICSNS.

Signature:

Please print the name and title:

Date: