



CONFIDENTIALITY AGREEMENT

This Confidentiality Agreement is made as of April 26, 2021:

BETWEEN: **Sault Ste. Marie Innovation Centre**
 Acorn Information Solutions
 99 Foster Drive, Level 6
 Sault Ste. Marie, ON
 P6A 5X6

AND: **City of Elliot Lake**
 45 Hillside Drive, North
 Elliot Lake, ON
 P5A 1X5

The parties have agreed upon a business relationship with each other, more specifically: City of Elliot Lake has agreed to be a registration location for the Vulnerable Persons Registry (VPR) to provide an additional means for clients to register. City of Elliot Lake will have VPR registration kits provided by the Acorn Information Solutions available for clients. City of Elliot Lake will secure any completed registration and consent forms and will ensure the VPR Coordinator receives them in a secure manner.

To ensure the confidentiality of all VPR applicants, City of Elliot Lake has agreed to:

- Designate a primary contact and secondary contact (where possible) to secure completed registration and consent forms
- Refrain from making additional copies of the registration and consent forms except when a copy has been requested upon registration by the registrant/legal guardian
- Secure completed registration and consent forms in a locked filing cabinet or drawer
- Ensure the VPR Coordinator receives the completed registration and consent forms
- Abide by the delivery methods mentioned on page two in order to uphold the privacy and confidentiality of registrant information
- Refrain from disclosing personal information pertaining to a VPR registrant to any external publics

This agreement is valid as long as the VPR service is available to potential registrants.

Delivery Methods

To help assure the privacy and confidentiality of VPR registrants, the VPR will limit the transferring of registration and consent forms to the VPR Coordinator to the following:


- Mail
 - City of Elliot Lake can mail completed registration and consent forms in a sealed envelope and to the attention of the VPR Coordinator as seen below:

VPR Coordinator
Sault Ste. Marie Innovation Centre
Acorn Information Solutions
99 Foster Drive, Level 6
P6A 5X6
 - Completed registration and consent forms should be mailed every two weeks or on an as needed basis
- Personal Delivery
 - City of Elliot Lake can personally deliver completed registration and consent forms in a sealed envelope to the VPR Coordinator at the address provided above
 - Completed registration and consent forms should be delivered every two weeks or on an as needed basis
- Personal Pick-up
 - The VPR Coordinator can personally pick up completed registration and consent forms from City of Elliot Lake every two weeks or on an as needed basis
 - Completed registration and consent forms must be in a sealed envelope and addressed to the VPR Coordinator

IN WITNESS WHEREOF, the parties execute this Agreement as of April 26, 2021,

Each person who signs this Agreement below represents that such person is fully authorized to sign this Agreement on behalf of the applicable party.

PARTY-1

By: 
Print Name: Paul Beach
Title: Privacy Officer

PARTY-2

By: _____
Print Name: _____
Title: _____

By: _____
Print Name: _____
Title: _____

We have authority to bind the Corporation