



## MUTUAL NONDISCLOSURE AND CONFIDENTIALITY AGREEMENT

This Mutual Nondisclosure and Confidentiality Agreement (hereafter "Agreement") is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between TRAINCAN, Inc and \_\_\_\_\_ as follows:

Score reports are considered privileged and strictly confidential information. TRAINCAN will not divulge score report or grade information to any individual or corporation with the exception of the class instructor; the instructor and/or individual in charge of certifications designated by the sponsoring organization; or a health department official in the jurisdiction of the individual candidate.

Instructors will hold the score reports in strictest confidentiality and will not divulge the score of any candidate to anyone other than the candidate, the representative of the sponsoring organization, or a health department official in the jurisdiction of the individual candidate. The Instructor will be held liable for any breach of this Agreement.

All information gathered on examinees requiring special arrangements and accommodations in accordance with the Government of Canada Disability Agenda will be considered proprietary and confidential information. This includes information on individuals who assist candidates with special needs. TRAINCAN shall not disclose to any person other than the class instructor any confidential information on examinees needing special accommodations.

The Instructor/Proctor will treat all information with reference to any candidate with special needs, or any individual assisting a special needs candidate, as strictly confidential and privileged information. The Instructor/Proctor will be held liable for any breach of this Agreement.

TRAINCAN and the Instructor/Proctor agree to exercise reasonable diligence in maintaining all confidential information. This Agreement will remain in full force and effect for a period of ten (10) years from the date of signing.

### **Instructor/Proctor:**

By: \_\_\_\_\_

Date: \_\_\_\_\_

### **TRAINCAN:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_