

## **BNPL Community Table and Workbook Oath of Confidentiality**

The BNPL includes confidential information and should be treated sensitively. The workbook is locked for editing by only the BNPL Program Developer, but can be viewed by BNPL Community Table members after signing the applicable forms which include the *BNPL Community Table and Workbook Oath of Confidentiality Form* and the *Memorandum of Understanding*. The BNPL will be updated in real time. Should you like to know the agencies participating on the BNPL Community Table please contact Coordinator, Housing Administration & Development, City of Windsor at [sshousing@citywindsor.ca](mailto:sshousing@citywindsor.ca)

### **BNPL Community Table Sharing Protocol**

I, \_\_\_\_\_ (FULL NAME), AS AN EMPLOYEE OF \_\_\_\_\_ (HOME AGENCY), WHICH IS A MEMBER OF THE HOUSING AND HOMELESSNESS SYSTEM OF WINDSOR ESSEX, UNDERSTAND AND AGREE THAT THE FOLLOWING CONDITIONS WILL APPLY TO MY PARTICIPATION IN THE BNPL COMMUNITY TABLE AND BNPL WORKBOOK.

1. Any information, written, electronic, printed, and all other forms received or acquired in connection with my participation is considered confidential. Confidential information includes all records which in any way would divulge information in regards to individuals served by member agencies of the housing and homelessness system (past or present).
2. All information distributed or discovered about individuals identified on the BNPL, including his/her circumstances and services/supports received, will be held in confidence by me. I understand that it is my responsibility to ensure that electronic and paper copies of any related documents will be kept secure and destroyed (e.g., erased or shredded) when no longer needed.
3. I will act in a professional manner in the performance of my duties as a member of the BNPL Community Table and housing and homelessness system. I understand that I will not release, share, disseminate, or discuss information acquired through my participation in the BNPL Community Table beyond other authorized members of the housing and homelessness system and only then as is necessary to inform decision making.
4. This information (electronically or in hard copy) will not be released, shared, or discussed beyond the BNPL Community Table without prior authorization from the City of Windsor Housing and Children's Services.

**BNPL Workbook Sharing Protocol**

5. The BNPL will not be shared (electronically or in hard copy form) with any community members outside of the BNPL Community Table. Please direct any questions to the BNPL Program Developer.
6. This information (through paper or electronic copy) will not be released, shared, or discussed beyond the BNPL Community Table without prior authorization from the City of Windsor Housing and Children's Services.
7. It is your responsibility to ensure that paper copies are secure and shredded when no longer needed.

Thank you for your cooperation.

Member's Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

MM - DD - YYYY

\_\_\_\_\_  
Signature of City of Windsor – Housing and Children's Services

Confidentiality Notice: This correspondence (including any attachments) may contain information which is confidential and/or exempt from disclosure under application law, and is intended only for the use of the designated recipient(s) listed above. Any unauthorized use or disclosure is strictly prohibited. If you are not the intended recipient, or have otherwise received this message by mistake, please notify the City of Windsor at [sshousing@citywindsor.ca](mailto:sshousing@citywindsor.ca).