



**STUDENT TRANSPORTATION SERVICES OF  
WATERLOO REGION (STSWR), INC**

**130-4275 King Street East  
Kitchener, ON  
N2P 2E9**

**CONFIDENTIALITY AGREEMENT BETWEEN**

Student Transportation Services of Waterloo Region (STSWR)

- and -

(\_\_\_\_\_)

Student Transportation Services of Waterloo Region has certain confidential and propriety information, including, without limitation, information concerning its member school boards, contracted bus companies, student data, products, equipment, training, technical information, programs and procedures, procurement, financial, legal and other information of, about or concerning the businesses, affairs, and operations of Student Transportation Services of Waterloo Region (collectively “Confidential Information”).

While employed with or providing services to Student Transportation Services of Waterloo Region you will receive and be entrusted with Confidential Information and will consider this a signed confidentiality agreement as a condition of your employment and/or contract. The Confidential Information is valuable, material and unique to Student Transportation Services of Waterloo Region and its businesses and affects the successful conduct of the business and goodwill of Student Transportation Services of Waterloo Region. As a result we remind you of your continuing obligations, which include the following:

1. To treat all Confidential Information as confidential and not to communicate, divulge or in any way disclose any Confidential Information to any person or entity for any reason or purpose whatsoever, except as required at law;
2. Not to make use of any such Confidential Information for you own purpose or for the benefit of any person or entity other than those of Student Transportation Services of Waterloo Region under any circumstances or for any reason; and
3. To refrain from any solicitation employees of Student Transportation Services of Waterloo Region and from any interference with the contractual relations between Student Transportation Services of Waterloo Region and its supplier or employees.

Of special importance is the protection of student data, which may include both personal and medical information. It must be treated as *strictly confidential* and cannot be used, copied or reproduced by you and/or any employees beyond the original intended purpose.

This memorandum is an acknowledgement of your understanding and intent to comply. By signing below, you indicate your full intent to adhere to the above.

Signature: \_\_\_\_\_

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