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PANEL INTERVIEW AND CONVERSATION CIRCLE VOLUNTEER CONFIDENTIALITY AGREEMENT

- I acknowledge that as a volunteer associated with the College of Medicine Admissions panel interview/conversation circle process, I will have access to information and material relating to the interviews, medical school applicants, employees, and possibly other individuals, which is of a private and confidential nature.
- At all times, I will respect the privacy and dignity of all associated information and individuals.
- I shall treat all administrative, financial, employee, medical school applicant, and other records as confidential material, and I will protect them to ensure full confidentiality. I will not read records, discuss, divulge or disclose any personal or private information unless doing so is legitimately related to performing my duties.
- I will ensure that confidential information is not inappropriately accessed, used or released either directly by me verbally, or by virtue of my signature or security access to the premises or systems.
- I will only access, process and transmit confidential information using hardware, software, or any other authorized equipment, as required by the duties of my position.
- To protect the integrity of the admissions process and uphold the standards of professionalism, I will not record (electronically or otherwise) any aspect of the panel interview/conversation circle, including the applicant/statement information, interview questions or interaction between applicant and interviewer.
- You should be aware that, from time to time, research studies are employed to further our understanding of admissions and improve the way our society's future physicians are chosen.
- The College of Medicine promotes a safe and respectful environment for all of our learners, faculty and staff, including the applicants to our program and all of our assessors. Mistreatment of applicants and assessors is not tolerated by the College of Medicine. If you feel like you have experienced mistreatment, please follow the College of Medicine procedures to report mistreatment. Please refer to the links below for the University of Saskatchewan's policy on Mistreatment (Discrimination & Harassment) including the procedures for addressing same and related forms.

[University of Saskatchewan Policy on Discrimination and Harassment](#)

[Procedure for Addressing Instances of Student Discrimination, Harassment and Mistreatment](#)

[Reporting Structure Chart](#)

[Mistreatment reports](#)

I understand and agree to abide by the conditions outlined in this statement. I also understand that should any of these conditions be breached, I will be subject to disciplinary action up to and including termination, loss of privileges or possibly legal action appropriate to my position.

Name (print): _____

Date: _____

Signature: _____