



June 2020

ADMISSIONS OFFICE

STATEMENT OF CONFIDENTIALITY

As an assessor, observer, employee, volunteer, other worker or student associated with MD Program Admissions, I will have access to information and material relating to administrative systems, medical school candidates, 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 individuals.
• I shall treat all 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 not access, process and transmit confidential information using hardware, software, or any other unauthorized equipment, unless specifically required by the duties of my position.
• I will not disclose or reproduce electronically or otherwise, in part or in whole, any of the information related to Traditional and Multiple-Mini Interview (TaMMI) or Multiple Mini-Interview™ (MMI) used for admissions selection at Memorial University. I will not develop, market, or distribute any computer program, website, or software product that is similar in function or competes with the TaMMI and MMI.
• I am 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.

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 may be subject to disciplinary action.

Date _____

Name (please print) _____ Signature _____

Witness Name (please print) _____ Signature _____