



Memorial University of Newfoundland  
School of Social Work  
St. John's, NL, Canada A1C 5S7  
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[www.mun.ca/socwrk](http://www.mun.ca/socwrk)  
(709) 864-8165 (t) (709) 864-2408 (f)

## ***BSW/MSW Field Practica Agency-School Information Sharing Agreement***

The *BSW/MSW Field Practica Agency-School Information Sharing Agreement* shall serve as a letter of understanding between the agency/organization in which Students complete their field practica, specifically Agency Mentors and Field Instructors, (*herein after referred to as the "Field Setting"*) and the Memorial University School of Social Work, specifically Field Education Coordinators, Associate Deans, and, ultimately, the Dean of the School (*herein after referred to as the "School"*).

*This agreement was signed on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_*

*between the*

*School of Social Work, Memorial University of Newfoundland*

*and*

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*(name of Field Setting-organization or agency)*

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### **1 Purpose of this Agreement**

The purpose of this Agreement is to document the terms and conditions of the exchange of certain Personal Information by the Parties, in compliance with the applicable privacy protection legislation in Newfoundland and Labrador and in Canada. The Personal Information disclosed by the School to Field Settings is solely for the purpose of facilitating field practica, academic administration, and program planning.

### **2 Personal Information**

In this Agreement, "Personal Information" means information concerning Students, including name, address, telephone number(s), e-mail address(es), gender, MUN student number, educational history, employment experience, previous field practica experience, and any particular mental health, physical, or environmental disabilities, challenges, or conditions, or

personal circumstances requiring accommodation during field practica.

### **3 Collection and Disclosure of Personal Information**

With the consent of its Students, the School will disclose to Field Settings the minimum Personal Information required by Field Settings to facilitate field practica as specified in the *BSW/MSW Field Practica Agency-School Agreement*, attached hereto. The Personal Information will be disclosed by the School to Field Settings through in-person meetings, telephone conversations, confidential emails, and/or confidential faxes.

### **4 Use of Personal Information**

Field Settings will use the Personal Information to facilitate field practica as specified in the *BSW/MSW Field Practica Agency-School Agreement* and for no other purpose. Field Settings shall not make the Personal Information available to any third party.

### **5 Accuracy**

Each Party will make every reasonable effort to ensure the Personal Information in its custody is accurate, complete, and up-to-date.

### **6 Security**

- 6.1 Field Settings will make reasonable arrangements to maintain the security of the Personal Information in their custody, by protecting it against such risks as unauthorized access, collection, use, disclosure, or disposal.
- 6.2 Field Settings will advise the School immediately of any circumstances, incidents, or events which to their knowledge have jeopardized or may in future jeopardize:
  - 6.2.1 the privacy of individuals;
  - 6.2.2 the security of any computer system in its custody that is used to access the Personal Information.
- 6.3 Field Settings will notify the School of any subpoena, warrant, order, demand, or request made by a court or other authority for the disclosure of the Personal Information.

### **7 Term and Termination of Agreement**

- 7.1 This agreement shall be in effect commencing this \_\_\_ day of \_\_\_\_\_ 20\_\_\_ and shall continue from year to year thereafter unless terminated earlier in accordance with article 7.4 of this Agreement.
- 7.2 This Agreement may be amended with the written agreement of both Parties.

- 7.3 This Agreement may be terminated by either Party if the other Party fails to meet its obligations under this Agreement.
- 7.4 Either party, upon providing 30 days notice in writing to the other party, may terminate this Agreement. Such termination will come into effect at the end of the 30 day notice period, unless Students have commenced but not completed field practica or Students have been assigned but not commenced field practica, in which case, termination of the obligations under this Agreement shall end following completion of those field practica.
- 7.5 Any notice or other communication by either party to the other must be in writing and must be given, and deemed to have been given, if either faxed, personally delivered, or mailed, addressed as follows:

Sheri M McConnell	
<i>Field Education Coordinator</i>	<i>Agency Coordinator</i>
School of Social Work	
Memorial University of Newfoundland	
St. John's, NL, Canada     A1C 5S7	
(709) 864-8165 (phone)     864-2408 (fax)	

In witness whereof the parties hereto have caused their duly authorized representatives to execute this *Information Sharing Agreement* as of this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

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Field Setting Designate (*Agency Coordinator*) Date

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School of Social Work Designate (*Dean*) Date

Please email the completed document to [scwkfield@mun.ca](mailto:scwkfield@mun.ca)  
or fax to (709) 864-2408.