

**Appendix A**

An Agreement  
Between  
(Company /Vendor)  
and

St. Joseph’s Healthcare Foundation (“The Foundation”)  
224 James Street South  
Hamilton, Ontario  
L8P 3A9

In order to protect the privacy of the individuals who comprise the database of the St. Joseph’s Healthcare Foundation, (Company) agrees to hold such information in the strictest confidence. Its staff will limit access to this information which will be destroyed / deleted upon receiving instructions from the Foundation. It will be used in accordance with the instructions provided by the Foundation and for no other purposes whatsoever.

(Company) acknowledges that the St. Joseph’s Healthcare Hamilton Foundation at all times remains the legal custodian of the personal and business information it shares with (Company) to enable provision of the specified purposes.

(Company) agrees not to share information with any other person organization, except with the prior written approval of the Foundation. It will not be retained for any other purpose. It will not be duplicated, reproduced or stored, electronically or otherwise, in whole or in part, without the prior consent of the Foundation.

(Company) is responsible for the implementation of security safeguards to protect personal information against loss or theft, as well as unauthorized access, disclosure, copying, use or modification. If (Company) becomes aware of any potential or actual incident involving inappropriate or unauthorized use, disclosure, access, modification or loss or theft of personal information of St. Joseph’s Healthcare Hamilton Foundation, it must notify our Chief Privacy Officer at their first opportunity, and agrees to provide any information required to assist in investigation and remediation of any privacy incident or breach.

(Company) agrees that the Foundation has at all times the right to demand immediate return of the information and all copies, excerpts, duplications in any form in the possession of (Company), their employees or agents, and that following such demand, the same shall be returned to the Foundation and all access to the information will be terminated. (Company) must ensure that all personal information provided or generated in the course of provision of services is securely and permanently destroyed once it is no longer required, or at the request of St. Joseph’s Healthcare Hamilton Foundation, or when services are terminated.

\_\_\_\_\_  
Sera Filice-Armenio  
President & CEO  
St. Joseph’s Healthcare Foundation

Date \_\_\_\_\_

\_\_\_\_\_  
(Name of Principal & Company)

Date \_\_\_\_\_