



LIBERALIST USE AGREEMENT

Please find below your volunteer agreement and your user agreement for our voter management database – Liberalist :

Liberalist Use Agreement:

The Liberal Party of Canada (referred to below as the “LPC”) has developed a voter identification and contact management system which is called Liberalist. This system is to be used in accordance with the following terms and conditions and such other requirements that may be communicated to a person who is granted access to it:

Agreement Regarding the Use of the Lists of Electors

I, by completing required fields below, in consideration of the provision to me of access to Liberalist, do hereby agree and undertake as follows:

- **I understand** the importance of protecting personal information on the lists of electors provided to the LPC and other personal information collected by the LPC and stored in Liberalist (all of which is collectively referred to below as “data”).
- **I understand and agree** that I may use the data only for the purposes of communicating on behalf of the LPC with electors, donors and members of the LPC, including soliciting contributions and recruiting party members. I will not, in any way, use the data to support or provide advantage to a contestant in a nomination contest, unless that is the designated purpose of the Liberalist Committee to which I have access.
- **I understand and agree** that I will take appropriate measures to protect the confidentiality of the data and the personal information contained therein. I will not disclose the data to anyone outside the LPC.
- **I understand and agree** that I will not make or keep a copy of the data by any means, electronic or otherwise, and will return or destroy any copies that I may obtain once I have completed the task for which they have been provided.
- **I understand and acknowledge** that the unauthorized use or disclosure of the data constitutes an offence under the Canada Elections Act and other laws.
- **I understand and agree** that access to Liberalist can be revoked or denied by the National Director of the LPC at any time and at his or her discretion and that his or her decision is final.
- **I understand and agree** that I will only use my unique personal login to perform authorized functions on Liberalist, and I will not permit the use of my personal login by, or provide it to any other individual, group or entity. In the event that I believe that my personal login has been obtained by any other individual group or entity, or otherwise compromised, I will immediately report this to the National Office of the LPC so that the authorization for the login may be cancelled.
- **I understand and agree** that the data contained in Liberalist, other than data obtained from lists of electors, is the sole property of the Federal Liberal Agency of Canada, and that any data that I may enter into Liberalist shall become the property of the Federal Liberal Agency of Canada, which it may use in accordance with law.
- **I understand** that the provision of data drawn from Lists of Electors is made solely for the use of the LPC at the federal level.
- **I understand and agree** that further requirements may be communicated to me by the Federal Liberal Agency of Canada at any time, and that my continued use of the login and of Liberalist shall constitute my agreement to such requirements.



Volunteer Agreement:

Agreement

This Agreement is between the Federal Liberal Agency of Canada, a corporation incorporated under the laws of Canada, and Chief Agent for the Liberal Party of Canada under the Canada Elections Act, acting herein as agent in law for the Liberal Party of Canada and in its own right (and hereinafter referred to as the “Agency”), and the Volunteer. The Agency and the Volunteer, in consideration of the mutual promises and covenants contained herein, agree as follows:

1. Definitions

That, for purposes of this Agreement:

- a. Confidential and Proprietary information – means information, whether oral or written, regardless of form, that the Volunteer receives by virtue of volunteering for the Liberal Party of Canada (“LPC”) and includes, but is not limited to, personal information about donors, supporters, members, electors, employees, third parties, and other volunteers as well as proprietary, political, technical, business and supplier information with the exception of information that is widely available to the public.
- b. Property – means all property belonging to the Agency, including but not limited to documents regardless of form, computers, software, cellular phones, keys, door passes and work products created by the Volunteer while providing voluntary services under this Agreement.
- c. Volunteer Service – has the same meaning as “Volunteer Labour” in the Canada Elections Act; that is, any service provided free of charge outside a person’s normal working hours except if the person is self-employed and normally charges for the service.

2. Terms and Conditions

2.1. That the Agency commits to:

- a. Treating the Volunteer with respect at all times.
- b. Providing the Volunteer with such training and support as the Agency considers is necessary to carry out the Volunteer’s responsibilities.
- c. Providing the Volunteer, from time to time and as appropriate, with an opportunity to participate in Volunteer Appreciation events.
- d. Setting out clear expectations in relation to Volunteer Service.

2.2. That the Volunteer commits to:

- a. Acting with honesty, integrity and respect for others, including for the Leader of the LPC, its candidates, officers, Agency employees, and other volunteers.
- b. Acting in an appropriate and responsible manner that upholds the reputation of the LPC, including that of its Leader, candidates, officers, Agency employees, and other volunteers, and does not adversely affect that reputation.
- c. Participating in any required training and meeting the expectations associated with the Volunteer Service.



- d. Complying with the LPC's Non-Discrimination, Non-Harassment and Non-Violence Policy.
 - e. Safeguarding confidential and proprietary information that is received in the course of Volunteer Service and ensuring that this information is not communicated or disclosed to third parties outside the scope of such Service, including at any time after its completion, except with the prior consent of the Agency or if required to do so by law.
 - f. Acknowledging that the Agency is the owner of all work products that the Volunteer created or assisted in creating, and waiving - to the extent permitted by law - for the benefit of the Agency, any rights that the Volunteer may have in the work product.
 - g. At the Agency's request or upon ceasing to be a Volunteer, returning all property that is in the Volunteer's possession or control and purging any information that is held on portable storage media that is not required to be returned to the Agency, including but not limited to information on laptops, USB keys and portable hard drives, or in the cloud, within forty-eight hours after providing the Organization with printed copies of such information.
 - h. Providing the Organization with the name and contact information of a person that can be contacted in case of emergency.
 - i. Acknowledging that failure to comply with the terms and conditions of this Agreement may subject the Volunteer to such appropriate measures as may be determined by the LPC, including but not limited to, termination of this Agreement.
- 3. Release and Waiver**
That the Volunteer hereby releases and forever discharges and holds harmless the Agency, its successors and assigns, from any liability or claims in law of whatever kind or nature which arise or may hereafter arise with respect to the Volunteer Service.
- 4. Additional Requirements**
That the Volunteer who has supervisory responsibilities shall comply with the additional requirements as set out in the relevant Addendum attached hereto.
- 5. Effective Date**
This Agreement shall be effective as of the first day the Volunteer begins volunteering for the Agency.


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