

Policy: Confidentiality Policy

Date Originally Approved: September 27, 2012

Motion: "That the Confidentiality Policy 2012 - 34, be approved, as presented; and

Further that the Policy be effective immediately."

This Policy is current as of: September 27, 2012

Policy Number: 2012 – 34

Policy Subject: Confidentiality Policy

Policy Objective

To ensure that all Town of Stewiacke Employees are aware of the responsibly and expectations of them with regards to confidential information that they may become exposed to from time to time during the course of their duties and the Town's commitment to the privacy and protection of confidential information.

Policy

Protecting the privacy and confidentiality of information regarding Town business, finances, plans, as well as information received from outside parties such as other government agencies and private businesses, and in particular personal information, is an important aspect of the way the Town of Stewiacke conducts its business. Collecting, using, and disclosing confidential information in an appropriate, responsible, and ethical manner is fundamental to the Town of Stewiacke's daily operations.

The Town of Stewiacke strives to protect and respect the personal information of its residents, employees, business partners, and so on in accordance with all applicable provincial and federal laws, while at the same time ensuring that the public has access to appropriate Town information to which they entitled under the Freedom of Information and Protection of Privacy provisions at Part XX of the *Municipal Government Act*.

All staff members are required to sign a Declaration of Confidentiality upon hiring or in the case of those already employed, upon the adoption of this Policy.

Requirement of Confidentiality

In accordance with the Freedom of Information and Protection of Privacy provisions at Part XX of the *Municipal Government Act*, the Town of Stewiacke requires all employees not to disclose confidential information, and in particular personal information, except in accordance with legal requirements. It is understood that employees of the Town of Stewiacke will become aware of confidential information regarding our residents, business partners, and other employees through the course of their employment. Employees agree that if confidential information is not effectively protected, the operations of the Town of Stewiacke may be threatened, and the well-being and privacy of our residents may suffer irreparably.

Employees of the Town of Stewiacke are required to keep all confidential information relating to residents, municipal employees, and business partners confidential both during and after their term of employment or until such time when Town Council discloses information at a public session. These practices have been adopted as they have been deemed essential to the protection of the Town and for the well-being and privacy of our residents.

Confidentiality Agreement

The following are examples of confidential information:

- Name, address, email and telephone number lists
- Any personal information pertaining to the Town of Stewiacke residents and visitors.
- Medical histories
- Medical test results, etc.
- Labour relations issues
- Human resource planning and other personnel matters
- Contract negotiations
- Litigation or potential litigation
- Legal advice eligible for solicitor-client privilege
- Acquisition, sale, lease and security of municipal property
- Public security
- Any information, or documentation labeled “Confidential” by the Town or listed as such by separate memorandum, or e-mail that informs of confidential status

The above list is not intended to be exhaustive. Whenever an employee is unsure as to whether certain information is confidential, they should discuss it with the CAO before releasing the information.

Any information relating to the Town of Stewiacke that is freely available in the public domain is not considered confidential.

Nondisclosure:

In working for the Town of Stewiacke, employees shall not divulge, disclose, provide or disseminate confidential information to any third party not employed by the Town of Stewiacke at any time, unless written authorization is provided by the Town. Furthermore, confidential information shall not be used for any purpose other than its reasonable use in the normal performance of employment duties for the Town of Stewiacke.

Access to Information:

The Town is subject to the Freedom of Information and Protection of Privacy provisions at Part XX of the *Municipal Government Act*, which require the Town to disclose documents or other records in certain circumstances in accordance the procedure described in Part XX.

Any employee who receives a request from a person not employed by the Town for documents or other records that are not in the public domain must refer that request to the CAO, who must deal with that request in accordance with Part XX of the *Municipal Government Act*.

Municipal Property:

Upon termination of employment with the Town of Stewiacke, employees shall promptly return (without duplicating or summarizing), any and all material pertaining to the Town of Stewiacke's business in their possession including, but not limited to: all residents information (charts, lists, etc.), physical property, documents, keys, electronic information storage media, manuals, letters, notes and reports.

Legal:

The requirements of this Policy do not supersede any legal obligation to disseminate information when required to do so in a court of law.

Annotation's For Official Policy Book

Date of Council members Review September 13, 2012

Date of Passage of Current Policy: September 27, 2012

I certify that this Policy was adopted by Council as indicated above.

CAO / Clerk

September 27, 2012
Date

DECLARATION OF CONFIDENTIALITY

TOWN OF STEWIACKE

I hereby acknowledge that I have read and understand the Town of Stewiacke Confidentiality Policy and that as a staff member of the Town of Stewiacke, I may be entrusted with information of a confidential nature.

I hereby agree not to knowingly divulge any confidential information, nor to discuss it at any time or any place with an unauthorized person, except in the course of my duties relating to the business of the Town or with the expressed written consent of the Chief Administrative Officer.

I also acknowledge that a breach of this undertaking will result in disciplinary action and could result in termination of my position with the Town of Stewiacke as determined by the Chief Administrative Officer.

Dated this ____ day of _____, 2012

Signature

Date

Witness Name and Title

Signature

