

## CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

|                          |   |                   |                             |                |
|--------------------------|---|-------------------|-----------------------------|----------------|
| <b>SUBJECT:</b>          | <b>EMPLOYEE CONFIDENTIALITY STATEMENT</b> |                   |                             |                |
| <b>TYPE:</b>             | HUMAN RESOURCES                           |                   | <b>POLICY NO. HR-004-00</b> |                |
| <b>DATE:</b>             | <b>REVIEW DATE:</b>                       | <b>FREQUENCY:</b> | <b>REL. BY-LAW:</b>         | <b>PAGE #:</b> |
| July 14, 2008            |   | As Required       | 08-321                      | 1 of 5         |
| <b>Revisions</b>         |   |                   |                             |                |
| July 14, 2008 New Policy |   |                   |                             |                |
|                          |   |                   |                             |                |
|                          |   |                   |                             |                |

### **PURPOSE:**

To establish an “Employee Confidentiality Statement” to protect the security and confidentiality of records and personal information to which the Township of South Algonquin is in possession of and that may be exposed to Township employees in fulfilling the requirements of their duties.

### **POLICY STATEMENT:**

The Township of South Algonquin promotes the access of information in an effective, secure, ethical and legal manner and sets forth through this policy the following procedures to ensure best practices with respect to confidential and personal information pursuant to *Section 47(c)* of the *Municipal Freedom of Information and Protection of Privacy Act* and *Ontario Regulation 823*.

### **RESPONSIBILITIES:**

Employees must not make confidential information available until it becomes public information. Where an employee is unsure of the status of the information, he/she shall discuss it with their Supervisor or another appropriate person with authority at the Township of South Algonquin.

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Particular care shall be exercised in releasing information relating to the following subjects (but not limited to) and normally ought not to be released:

- a) Items under litigation;
- b) Personnel matters involving an identifiable employee;
- c) Information about suppliers which might be useful to competitors;
- d) Infringements on the right to privacy of others;
- e) Sources of complaints;
- f) Items under negotiation;
- g) Information supplied to the municipality for a specific purpose that would otherwise not have been given to the municipality (i.e. information contained in voters list, etc.)
- h) Prices received for Tenders, Request for Proposals, etc. prior to the opening of such documents.

**REQUIREMENTS:**

- a) Each employee shall be required to sign and adhere to an “Employee Confidentiality Statement” and a written offer of employment is conditional upon the completion of an “Employee Confidentiality Statement”. (see Appendix ‘A’ attached)
- b) A new employee’s refusal to sign an “Employee Confidentiality Statement” after signing a written offer of employment shall void and nullify the written offer of employment.
- c) The “Employee Confidentiality Statement” shall be signed, dated, witnessed and placed in the individuals personnel file.
- d) Confidential information shall be kept in a secure place and shall not be reproduced, in part or in whole.
- e) An employee shall not, without written consent of the Township, disclose, cause or permit to be disclosed any confidential or personal information to any third party, but rather adhere to the conditions under which the information was collected.

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**DISCIPLINARY ACTION:**

Disclosure of confidential or personal information may result in one or all of the following actions:

- a) Verbal warning;
- b) Written warning;
- c) Unpaid suspension; or
- d) Termination.

**ADMINISTRATION:**

- a) Confidential information is and will continue to be the exclusive property of the Township of South Algonquin; and
- b) Upon passing, this policy shall be circulated to each employee of the Township of South Algonquin for review and signature; and
- c) All staff shall adhere to this policy.

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**APPENDIX “A”**

**TOWNSHIP OF SOUTH ALGONQUIN**

**“EMPLOYEE CONFIDENTIALITY STATEMENT”**

I, \_\_\_\_\_ have accepted a position with the Corporation of the Township of South Algonquin, in the \_\_\_\_\_ Department.

I acknowledge that during the course of my employment, I will acquire and/or be exposed to confidential information related to, but not limited to the following:

- a) Items under litigation;
- b) Personnel matters involving an identifiable employee;
- c) Information about suppliers which might be useful to competitors;
- d) Infringements on the right to privacy of others;
- e) Sources of complaints;
- f) Items under negotiation;
- g) Information supplied to the municipality for a specific purpose that would otherwise not have been given to the municipality (i.e. information contained in voters list, etc.)
- h) Prices received for Tenders, Request for Proposals, etc. prior to the opening of such documents.

If, at any point during my employment with the Township of South Algonquin, I am in doubt as to whether or not certain information (whether in written or any other form) is confidential within the meaning of the Township’s policies, I agree to seek clarification from my immediate supervisor or another appropriate person with authority at the Township of South Algonquin, before making any disclosure of the information in question to a third party.

If at any time during my employment I am in doubt as to whether the proposed disclosure of certain information may not be consistent with the purposes for which it was collected by the Township of South Algonquin, I agree to seek clarification from my immediate supervisor or another appropriate person in authority at the Township of South Algonquin before any such information is disclosed.

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I agree not to disclose or release confidential information to any person at any time without proper consent or authorization, except as may be legally required. I further agree to take appropriate security measures to prevent unauthorized access to confidential information.

I will immediately report to my supervisor or another appropriate person with authority at the Township of South Algonquin any violation or breach of the commitments made in the undertaking, whether or not the violation or breach was intentional or unintentional.

I agree that my confidentiality obligations pursuant to the Township of South Algonquin's "Employee Confidentiality Statement" Policy and this statement shall continue for the duration of my employment with the Township of South Algonquin.

By signing below I confirm that I have read, understood and agree to abide by the terms and conditions of this undertaking.

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Witness Signature)

\_\_\_\_\_  
(Date)