

VILLAGE OF EMPRESS	
Title: Confidentiality Policy	Policy Number: 12-15
Effective Date: February 18, 2021	Review Date:

* Amended 18 MAR 2021

Confidentiality Policy

Intent

- * ~~This policy supports the controlled storage and transfer of information by Village and all~~ To ensure that all Village of Empress 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 Village of Empress's commitment to the privacy and protection of confidential information.

Scope

Protecting the privacy and confidentiality of information regarding Village of Empress 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 Village of Empress conducts its business. Collecting, using, and disclosing confidential information in an appropriate, responsible, and ethical manner is fundamental to the Village of Empress's daily operations.

The Village of Empress 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 Village of Empress 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 Village of Empress Freedom of Information and Protection of Privacy Policy #12-04 all employees are required to not disclose confidential information, and in particular personal information, except in accordance with legal requirements. It is understood that employees of the Village of Empress 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 Village of Empress may be threatened, and the well-being and privacy of our residents may suffer irreparably.

Employees of the Village of Empress 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 Council discloses information at a public session. These practices have been adopted as they have been deemed essential to the protection of the Village of Empress 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 Village of Empress 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 Village of Empress 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 Village of Empress that is freely available in the public domain is not considered confidential.

Nondisclosure:

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

Municipal Property:

Upon termination of employment with the Village of Empress, employees shall promptly return (without duplicating or summarizing), any and all material pertaining to the Village of Empress'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.

Acknowledgement & Agreement

I, _____, acknowledge that I have read and understand the Confidentiality Policy of the Village of Empress. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this Policy. I understand that if I violate the rules set forth in this Policy, I may face disciplinary action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____