

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION: 400 – PERSONNEL AND EMPLOYEE RELATIONS **CODE:** AP 436
PROCEDURE: CONFIDENTIALITY

PROCEDURES

1. Confidentiality Provisions

1.1 All employees shall keep confidential any and all information they acquire during the course of their employment that would reasonably be considered personal or confidential. This includes, but is not limited to:

- Personal information concerning students.
- Personal information concerning employees of the Board.
- Personal information concerning Board members.
- Confidential information obtained from third parties.
- Confidential information about matters under consideration by school administration or the Board.
- Confidential information concerning the business or operations of the Board.

1.2 Information covered by this administrative procedure shall include information that is oral, written or electronic.

1.3 Subject to legislation and regulations, any personal or confidential information shall be released only as required in the necessary course of employment and only by those persons authorized to release such information.

1.4 Employees shall make their best effort to ascertain whether or not the release of information is authorized, and if uncertain shall direct the inquiry to their supervisor and/or LAFOIPP Coordinator.

1.5 Any person who knowingly, recklessly or negligently releases personal or confidential information without appropriate authority may be subject to disciplinary action up to and including termination of the employment contract.

1.6 Termination of employment, whether voluntary or involuntary, does not release employees from their obligations under this administrative procedure.

2. Responsibility for Compliance

2.1 The Director of Education or designate shall develop procedures to collect, store and allow access to personal and confidential information consistent with the requirements of appropriate legislation. See AP-180: Freedom of Information and Protection of Privacy.

2.2 Employees shall be provided with a copy of this procedure and are required to adhere to its requirements as a condition of employment. All employees will be required to sign a confidentiality and non-disclosure undertaking on an annual basis, indicating they will abide by policies and procedures.

2.3 All volunteers shall be provided with a copy of this procedure and are required to adhere to its requirements as a condition of their contract.

2.4 All contractors who may have access to confidential or personal information shall be provided with a copy of this procedure and are required to adhere to its requirements as a condition of their contract.

Reference:

The Local Authority Freedom of Information and Protection of Privacy Records Retention and Disposal Guide for Saskatchewan School Divisions

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