

 HUMAN RESOURCES POLICIES		Section #	Policy #
		I	4
		Approval Date:	Revision Date: Mar 1998
Title:	CONFIDENTIAL INFORMATION		
Applies To:	All Employees		

POLICY STATEMENT:

Regional staff will maintain the confidentiality of the information they may gain through their work.

OPERATING DETAILS:

An employee of the Region will not disclose to any member of the public any confidential information obtained by the employee in the course of their employment.

Employees functioning in specific areas may be required to sign an oath of confidentiality.

Appropriate measures to protect confidential information will be taken. For example:

- secure storage of electronic or written documentation
- secure work area (computer and desk)
- appropriate location for discussions including confidential information

The Region, when requested by inside or outside inquiries, will only confirm whether an employee works or does not work for the Region. No other information will be provided without the employee's written permission.

SEE ALSO:

- Code of Ethics and Conflict of Interest (I-8)
- External Employment References (V-6)
- Protection of Employee Personal Information (I-22)
- Use of Information Technology Systems (I-6)
- Promise of Confidentiality Form (HR15)

FOR FURTHER INFORMATION PLEASE CONTACT:

- Director, Talent Management & Employee Services
Human Resources and Citizen Service