

 HUMAN RESOURCES POLICIES	Section #	Policy #
	I	29
	Approval Date:	Revision Date: Sept 2019
Title:	PROTECTION OF PROPRIETARY INFORMATION	
Applies To:	All Employees	

POLICY STATEMENT:

All information acquired or generated by employees as a result of their employment with the Region is the exclusive property of the Region.

OPERATING DETAILS:

All rights and title to any tangible or intellectual property produced by an employee during the course of their employment with the Region shall remain with the Region.

The use of proprietary information for personal advantage is prohibited.

Employees are required to safeguard proprietary or copyrighted information. Examples of such information include but are not limited to:

- Information in business strategies/plans;
- Pending proposals or contracts;
- Research results;
- Financial projections;
- Client and prospective client lists;
- Proposed acquisitions and/or divestitures;
- Computer programs and/or software;
- Publication/manuals/plans/educational programs.

Proprietary information is to be released only to employees who have a need for such information or in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act as they apply to formal and informal information requests.

The release, disclosure or use of proprietary information by employees, whether currently employed or after leaving the employment of the Region, requires proper authorization from the Region, individual, or firm owning the information.

An employee who is in doubt as to whether certain information is proprietary in nature and/or

can be released to a requesting party, must consult with the appropriate management staff member, starting with their immediate supervisor.

Contravention of any of the provisions of this policy will result in disciplinary action being taken, up to and including dismissal.

Legal action may be taken against a former employee for any violation of this policy during their employment with the Region.

SEE ALSO:

- Confidential Information Policy (I-4) – Docs #41657
- Code of Ethics and Conflict of Interest Policy (I-8) – Docs #41840
- Media Relations Policy (I-17) – Docs #41667
- Protection of Employee Personal Information (I-22) – Docs #41672
- Municipal Freedom of Information & Protection of Privacy Act

FOR FURTHER INFORMATION PLEASE CONTACT:

- Director, Employee Relations
Human Resources and Citizen Service