

## CONFIDENTIALITY

### Background

The Division is under ethical and legal obligation to protect personal information about students, employees and families of students and employees. The following procedures have been developed to guide all members of staff as they deal with personal information.

### Procedures

1. All employees of the Division shall keep confidential any and all personal information concerning students, trustees, teachers and other employees of the Division which they may acquire during the course of their employment, whether such information is written or unwritten, and no person shall disclose such information unless such disclosure is required within the course of employment.
2. Subject to legislation and any regulations set out thereunder, any information concerning students, trustees and employees of the Division and any confidential information concerning the business or operations of the Division shall be released only as required in the necessary course of employment and only by those persons authorized to release such information.
3. Employees who release confidential information without appropriate authority may be subject to disciplinary action up to and including termination of their employment contract.
4. All new employees shall sign a statement of Commitment to Confidentiality.
5. Parent volunteers may be required to sign a statement of confidentiality depending upon the nature of the volunteer work in the school. The Principal shall determine when this declaration is required.
6. All interns and other students, who wish to complete a practicum in any of our schools, shall sign a statement of Commitment to Confidentiality.

Reference: Sections 85, 87 Education Act  
Local Authority Freedom of Information and Protection of Privacy Act

Approved: October 26, 2018