

This is a sample policy provided as an example of the type of issues that might be addressed in a policy or administrative procedure of this nature. Please consult Saskatchewan School Boards Association Legal Services for specific advice on particular policy or procedures.

SAMPLE POLICY

CONFIDENTIALITY

1. a) All employees of the Board shall keep confidential any and all information they acquire during the course of their employment that would reasonably be considered to be personal or confidential. This includes, but is not limited to:
 - personal information concerning students,
 - personal information concerning all employees of the Board;
 - confidential information obtained from third parties;
 - confidential information about matters under consideration by school administration or the board of education;
 - confidential information concerning the business or operations of the board of education;
 - content of tenders and other contractual negotiations; and
 - details of business operations, financial matters and other confidential records of businesses which deal with the Board.
- b) No person shall disclose such information unless such disclosure is required within the course of employment.
2. Information covered by this policy shall include information that is written or unwritten or stored electronically.
3. a) 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 authorised to release such information.
- b) An employee shall make his or her best efforts to ascertain whether or not release of information is authorised, and if uncertain shall direct the inquiry to his or her supervisor.
4. 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.
5. The Director of Education or delegate shall:
 - a) develop procedures to collect, store and allow access to personal and confidential information in keeping with the requirements of appropriate legislation; and

b)provide employees with direction concerning the appropriate release of information that they may encounter during the course of their employment.

6. All volunteers who may have access to confidential or personal information shall be provided with a copy of this policy and required to adhere to its requirements as a condition of being a volunteer.
7. All Contractors who may have access to confidential or personal information shall be provided with a copy of this policy and required to adhere to its requirements as a condition of their contract.
8. All supervisors shall ensure that all employees, volunteers and contractors covered by this policy shall be provided with a copy of this policy prior to commencing employment or duties with the school division and shall sign an acknowledgement of review of this policy.

Acknowledgement of Review of Policy on Confidentiality

I _____ acknowledge that I have had the opportunity to review the following information and materials provided to me concerning the _____ School Division's policy on confidentiality:

I have had the opportunity to review these materials with _____ Superintendent and _____ Principal and I have had the opportunity to ask questions and receive explanations of the information and materials.

I confirm that I have been informed that I am expected to conduct myself within the requirements of the policy philosophy, of the _____ School Division as set out in the information and materials.

Signature of Employee

Dated _____, 20_____