

Administrative Procedure Form

APF-527.1 Confidentiality

In accordance with AP 527, Access to Information - LAFOIPP, and all applicable division policies and procedures the following measures are to be followed concerning confidentiality¹.

All employees of NESD shall keep confidential any and all information they acquire during the course of their employment that would reasonably be considered to be personal or confidential². Confidentiality is defined as being limited to persons authorized to use information, documents, etc., so classified.

1. 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.

No person shall disclose such information unless such disclosure is required within the course of employment.

2. Information covered by this procedure shall include information that is written or unwritten or stored electronically.
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 authorised to release such information.
4. An employee shall make their best efforts to ascertain whether or not release of personal or confidential information is authorized, and if uncertain shall direct the inquiry to his or her supervisor or the Privacy Officer.

¹ Confidentiality does not mean anonymity as witnesses may be required during a formal investigation process regarding breach of confidentiality.

² Source: SSBA LAFOIP

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.
6. All volunteers who may have access to confidential or personal information shall be provided with a copy of this procedure 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 procedure 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.

Information (print)

Name	Position
School/Facility	

I have read, understand and been provided a copy of AP 527 Access to Information- LAFOIPP

Signature: _____ Date: _____