

<i>The Town of Fort Frances</i>	SECTION HUMAN RESOURCES
<u>EMPLOYEE CONFIDENTIALITY</u>	REVISED August 2002
<u>POLICY</u>	
Resolution No.	Supercedes Resolution No.
Policy Number 3.4	Page 1 of 2

Every municipal employee must hold in strict confidence all information of a confidential nature acquired in the course of his or her employment with the Town of Fort Frances.

Confidential information regarding the Town of Fort Frances, its customers, clients or employees should not be divulged to anyone other than persons who are authorized to receive such information. This policy applies to all Town of Fort Frances employees, temporary employees and volunteers. When you are in doubt as to whether certain information is confidential, seek management approval before disclosing it to anyone. All media questions should be filtered through the Division Manager, Chief Administrative Officer or authorized personnel.

Confidential information pertaining to finances, private business activities and plans of the Town of Fort Frances is considered to be the Town of Fort Frances property. Use of such information for personal advantage or private speculation is strictly forbidden.

The informed consent in writing, whenever possible, of every individual will be a requirement prior to the release of personally identifiable information about him/her. Employees should have access to personally identifiable information in their personnel file.

All employees must sign the Confidentiality and Release of Personal Information Form. All signed forms will be placed in the employee's personnel file.

In the course of any position, employees may become aware of personal and confidential information. All employees of the Town of Fort Frances, who are exposed to confidential material, agree to confidentially respect all information. No unauthorized disclosure of information will occur without permission of the parties involved. Failure to respect the confidentiality of this information may result in disciplinary action and/or termination.



CONFIDENTIALITY AND RELEASE OF INFORMATION

Purpose

To ensure that confidentiality of employee, client, and customer information and the Town of Fort Frances activity is maintained.

Policy

All information in an employee's file or learned about an employee, client or customer is privileged and confidential. The right of every individual to privacy should be recognized and protected to the greatest extent possible, consistent with public interest.

When releasing information, the following guidelines must be followed:

- Information contained in an employee's record or learned about an employee, client, or customer should not be transmitted directly to anyone who is not authorized by the Town of Fort Frances to possess confidential information. Such information should only be transmitted by authorized/supervisory staff who will screen the information requested and transmit only that which is required and appears justified.
- There must be a clearly justifiable and documented purpose for obtaining, storing, and releasing information to a person other than to the subject of the information.
- The informed consent in writing, whenever possible, of every individual will be a requirement prior to the release of personally identifiable information about him/her.
- Employees should have access to personally identifiable information in their personnel file.

I, the undersigned, as an employee of the Town of Fort Frances, and being exposed to confidential material, agree to confidentially respect all information which may occur in the course of my position, related to Council, staff, clients and / or customers and the Town of Fort Frances Activity. No unauthorized disclosure of information will occur without permission of the parties involved. Failure to respect the confidentiality of this information may result in disciplinary action and/or termination.

Please Print Name Clearly

Date

Signature