

Rainy River District Social Services Administration Board CONFIDENTIALITY	Policy Area GOVERNANCE Board Process
	Policy Number G-16.0

Preamble

In the course of performing their duties, both Rainy River District Social Services Administration Board (RRDSSAB) employees and Board members may have access to confidential information. Employees and Board members alike are expected to be vigilant in ensuring that the collection, use and disclosure of confidential information, especially personal information acquired as a result of their affiliation with the RRDSSAB, is handled according to Board policy.

Policy

All employees and Board members will use confidential information only in their line of duty and will ensure that sufficient security practices are utilized to prevent inadvertent disclosures of personal or other confidential information.

Procedure

All employees and Board members will sign an *Oath of Confidentiality* form.

ADOPTION & REVIEW GUIDELINES		
<i>Approved by Res. #05/99 on 14 January, 1999</i>		
<i>Reviewed/Revised by Res. #87/02 on 17 October, 2002</i>		
<i>Reviewed/Revised by Res. #99/06 on 14 September, 2006</i>		
<i>Approximate date of next review: September, 2009</i>		
REFERENCES:	POLICY AREA	POLICY NAME AND NUMBER



Board Member Oath of Confidentiality

OATH OF CONFIDENTIALITY

Whereas from time to time arising out of the relationship between the undersigned and the Rainy River District Social Services Administration Board, the undersigned shall come into possession or have knowledge of confidential information relating to the Board's service to individuals and families in the community, and its operational affairs;

And whereas it is stated policy of the Board that such information shall be held in the strictest confidence by the recipient thereof, and recognizing that the members of the community served by the Board are entitled to such protection as a matter of right;

And whereas all provisions of the Municipal Freedom of Information and Protection of Privacy Act do hereby apply;

The undersigned does hereby undertake to keep confidential and not to disclose any and all information received during closed sessions, as defined within the Municipal Act, Section 239, except where such disclosure is consistent with stated legislation and Board policies and procedures.

Unauthorized disclosure of any confidential information may result in a recommendation for termination of employment or withdrawal from the Board and/or legal action.

I, _____, have read the above undertaking and certify that I fully understand the nature and effect of this undertaking and acknowledge receipt of a copy thereof.

Signature

Witness

Date