

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: C. Human Resources	Effective Date: July 1, 2010
Topic: 1. Employment	Replaces: Sept. 25, 2003
Subject: Confidentiality	
Policy No. C.1.05	Page 1 of 2

<b>POLICY</b>
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The DSB is committed to protecting its confidential and proprietary information. Consistent with this objective, new employees, as a condition of employment, are required to read and sign a Confidentiality Agreement prior to the commencement of their employment.

DSB employees will recognize the individual's right to privacy when he/she becomes a client of one of our services and programs. Each client's right to access his/her records is determined by the applicable legislation. The client has the right to protection of all information contained therein.

Confidentiality extends to everything DSB personnel and their contracted service providers learn in the exercise of their duties. It extends to both important and unimportant information, the nature of the client's personal, familial, health and financial situation and circumstances, and everything the client discloses with a view to giving a better understanding of their problems, circumstances, etc., including their financial state, the condition of their home, domestic difficulties, etc. Even the knowledge that the individual is known to DSB is confidential. None of this information is to be divulged except as needed for DSB purposes and as provided and/or prescribed by law.

<b>PROCEDURE</b>
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All employees, as a condition of employment, shall sign the Confidentiality Agreement during their initial hiring and before commencing any kind of work with DSB and any time thereafter when an updated version requires signature.

Employees may only access confidential information for business purposes directly related to their function.

Any misuse or inappropriate access of this information shall be considered a breach of confidentiality and shall be reported to the CAO of the DSB. Disciplinary action shall be taken and may include termination of employment.

The CAO, or a designated nominee, will send a letter to employees who cease their employment, within five (5) days of their termination, reminding them of their duty of confidentiality.

**Program Specific Policies:**

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In addition to the foregoing policy, certain program areas may have specific requirements related to client confidentiality. Where this is the case employees will be notified during their orientation.