

<b><u>Confidentiality Agreement Policy &amp; Procedures</u></b>
<b><u>Policy no 16-2022</u></b>

**Policy**

Residents and taxpayers confide important information about themselves to the Town of Birch Hills. By protecting the information received, the Town of Birch Hills gains the respect and trust of its residents and taxpayers. "The Canadian Personal Information Protection and Electronic Documents Act" (PIPEDA) and "Local Authority Freedom of Information and Protection of Privacy Act" (LAFOIP) must be followed at all times, unless *the Municipalities Act* supersedes.

**Procedure(s)**

- The Town of Birch Hills shall require all its employees to acknowledge and sign this policy.
- Any Hiring Agreement with the Town of Birch Hills requires an obligation to preserve full confidentiality, which is to be continued after an employee leaves the Town of Birch Hills.
- Any violation of confidentiality can be very damaging to the reputation and efficiency of the Town of Birch Hills. Consequently, we require our employees to refrain from discussing the affairs of the Town of Birch Hills. If in doubt, please refer the person requesting information directly to the CAO.
- No one is authorized to remove any file, report or document whatsoever from the Town of Birch Hills office or to copy any such items without the CAO's prior authorization.
- Because of the seriousness of the action, disclosure of confidential information may result in termination of employment.

**For Employees:**

As an employee of the Town of Birch Hills, you may have access to information which is confidential, including, but not limited to, information about new projects, accounting records, insurance records, personnel records and information about our residents and/or taxpayers.

Employees shall not use, disclose or divulge the confidential information of the Town of Birch Hills, employees, taxpayers, or residents to any third party, without prior authorization from the Chief Administrative Officer.

The Town of Birch Hills recognizes that certain information is "open to the public". This information includes, but is not limited to, the Town of Birch Hills' minutes and financial statements. Should a resident or taxpayer of the Town of Birch Hills request the noted "open to the public" information, the employee shall disclose the information; however, no original documents shall leave the Town of Birch Hills office.

The Town of Birch Hills has implemented a fee for the copying of any "open to the public" information. This fee is approved and recorded in the Town of Birch Hills' minutes.

I, \_\_\_\_\_ (print name) agree that I will keep any information that is considered confidential with respect to the Town of Birch Hills, employees, residents and taxpayers.

\_\_\_\_\_  
Employee Signature

  
\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

