



CONFIDENTIALITY AND NON-DISCLOSURE

1. PREAMBLE

Upper Canada Child Care has a legal and ethical responsibility to protect the privacy of its employees, families, board members, and other affiliates, and to ensure confidentiality. The policy applies to verbal, written, and electronic information, and information in any other format.

This policy must be reviewed and signed annually as a condition of employment with the organization. Signed agreements will be kept as part of each employee's personnel file.

2. POLICY

2.1 Misuse, failure to safeguard, or the disclosure of confidential information without appropriate approvals may be cause for disciplinary action up to and including termination of employment.

2.2 Upper Canada considers the following types of information to be confidential:

2.2.1 Personal information and personal health information regarding employees, families, board members, students, and volunteers.

2.2.2 Employment information and compensation regarding employees.

2.2.3 Information regarding the confidential business of the organization that is not publicly disclosed by the organization.

2.2.4 Legal matters that involve the organization but are not public knowledge.

2.2.5 Financial information that is not public knowledge.

2.2.6 Information discussed at employee and board meetings.

2.2.7 Information discussed with families.

3. RESPONSIBILITY

3.1 All employees, volunteers, and students are bound by the organization's responsibility to maintain confidentiality. The organization expects all employees to keep information which may be learned, or to which they have access because of their employment/affiliation, in the strictest of confidence.

3.2 It is the responsibility of everyone to:

3.2.1 Become familiar with, and follow, the organization's policies and procedures regarding the collection, use, disclosure, storage, and destruction of confidential information.

3.2.2 Collect, access, and use confidential information only as authorized and/or legally required in their job.

3.2.3 To safeguard passwords and/or any other user codes that access computer files, systems, and programs.

3.2.4 To identify confidential information as such when sending emails or fax transmissions, and to provide direction to the recipient if they receive a transmission in error.

- 3.2.5** To discuss confidential information (when given appropriate approvals) only with those who require this information to perform their job, making every effort to discuss confidential information out of range of others who do not need access to this information.
- 3.2.6** To respect and maintain the terms of this *Confidentiality and Non-Disclosure Policy* following employment or affiliation with the organization.
- 3.2.7** To report immediately a suspected breach of confidentiality or practice within the organization that comprises information.

