

TANTRAMAR POLICY NUMBER: 2024-11	Pages: 3
Administered by: Chief Administrative Officer	Subject: Confidentiality Policy
Effective Date: July 9, 2024	

1. PURPOSE

The Municipality of Tantramar is committed to ensuring the security and confidentiality of records and personal information under the control of the Municipality.

2. DEFINITIONS

- a) **Confidential Information:** all non-public , confidential or proprietary information, data, documents, agreements, files, and other materials. For the purposes of this policy and without limiting the generality of the preceding sentence, Confidential Information shall also include information in the possession of the Municipality that the Municipality is either prohibited from disclosing, is required to refuse to disclose or exercises its discretion to refuse under the Right to Information and Protection of Privacy Act or other similar legislation or regulation, and information concerning matters that are considered in an In-Camera meeting under Section 68(1) of the Local Governance Act.
- b) **Employee:** a person employed by the Municipality of Tantramar, whether on a full-time or part-time basis. For the purpose of this policy, the term “Employee” shall include, without limiting, students, temporary employees, firefighters, contractors, volunteers, and any person who may, in their capacity with the Municipality have access to confidential information.

3. POLICY STATEMENT

All Employees must sign the Pledge of Confidentiality (Appendix A) to ensure the security and confidentiality of all Confidential Information and personal information under the control of the Municipality of Tantramar.

4. PROCEDURE

All Municipality of Tantramar employees must adhere to maintain the confidentiality of information that they learn as part of the Municipality of Tantramar.

The Pledge of Confidentiality (Appendix A) is signed, dated, witnessed, and placed in personnel files.

A refusal to sign the Pledge of Confidentiality (Appendix A), voids and nullifies the offer of employment for any Employees, who refuses to sign the Pledge of Confidentiality.

5. REPEAL

Confidentiality policies for the Former Village of Dorchester and Former Town of Sackville are hereby repealed.

APPENDIX "A"
PLEDGE OF CONFIDENTIALITY

I, the undersigned, acknowledge and understand the following:

That the Local Governance Act and Right to Information and Protection of Privacy Act (the "Act") provides standards for and requires administrative, technical and physical safeguards to ensure the security and confidentiality of records and personal information under control of the Municipality of Tantramar.

The Act requires that measures be taken to prevent unauthorized access to an institution's records.

I further acknowledge and understand that in the course of my time with the Municipality of Tantramar, I may have access to Confidential Information, personal or health information pertaining to the Municipality, its clients, residents, Municipal employees, council members, and volunteers, and members of the Municipality's extended community. This information may be in written, verbal or other forms.

I hereby agree to hold such information confidential and, except as may be required by law or as may be necessary in the performance of my duties, agree not to provide, access, use, disclose, release or make available such confidential, personal or health information to any person at any time without proper consent or authorization.

In the event that I am in doubt as to whether certain information is confidential or not, I agree to seek direction from my supervisor or the Chief Administrative Officer before disclosing or releasing any such information.

I further agree to take appropriate security measures to prevent unauthorized access to confidential, personal or health information.

All external third-party request for confidential, personal or health information must be directed to the Clerk of the Municipality of Tantramar.

Any misuse or unauthorized disclosure or release of confidential, personal or health information must immediately be reported to the Chief Administrative Officer.

Any misuse or unauthorized disclosure of confidential, personal or health information shall be considered a breach of confidentiality.

Any capitalized term not defined herein shall have the meaning ascribed thereto in the Municipality's Confidentiality Policy.

I understand and acknowledge that any misuse or unauthorized disclosure or release of confidential, personal or health information shall be considered a break of confidentiality and grounds for discipline up to and including dismissal for employees.

I also understand and acknowledge that this Pledge shall survive the termination of my time with the Municipality of Tantramar.

Signature

Witness Signature

Name (Print)

Date