



POLICY – HR 42

CONFIDENTIALITY

APPROVAL DATE:	2013-05-16	CROSS-REFERENCE:	HR 50 Media Relations
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2018-08-13; 2021-01-21	REVIEW DATE:	2026

POLICY STATEMENT

To establish the rules governing the protection of privacy and handling of confidential information and materials of the Village of Marwayne.

BACKGROUND

Information regarding confidential matters, gained through the course of employment with the Village of Marwayne, must be protected so as to not threaten the operations or reputation of the municipal government organization. Failure to abide by this confidentiality agreement may result in irreparable damage to the Village of Marwayne and negatively impact the public's perception.

OBJECTIVE

To mandate that all Village of Marwayne Employees, paid, volunteer or otherwise, keep information obtained through the course of their duties private and confidential.



DEFINITIONS

CAO is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

Councillor is an elected official for the Village of Marwayne in the Province of Alberta.

Employee is a full-time permanent Employee of the Village of Marwayne in the Province of Alberta.

Employer is the Village of Marwayne in the Province of Alberta.

Village is the Village of Marwayne in the Province of Alberta.

GUIDING PRINCIPLES

This policy applies to all Village of Marwayne Employees and is subject to the terms set forth below:

- Both during and at the conclusion of an Employee's employment with the Village, Employees and Councillors, whether paid or volunteer, are prohibited from divulging, disclosing, providing or disseminating confidential information to any person or agency.
- Confidential information must not be used for any other purpose other than its reasonable use in the normal performance of an Employee's or Councillor's duties for the Village.
- Access to confidential information is limited to those Employee's who require the information in the performance of their duties for the Village.
- Employees are not permitted, under any circumstance, including on a "no names" or "off the record" basis, to respond to any inquiries from any person or agency regarding confidential Village matters and/or materials.



ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Administrative Assistant