

MUNICIPALITY OF SIOUX LOOKOUT
ADMINISTRATIVE PROCEDURE NO. 3-52

SUBJECT: Customer Information Confidentiality Policy

SECTION: Personnel

APPLIES TO: All Employees

EFFECTIVE: October 16, 2014

INTENT

The Municipality of Sioux Lookout has adopted this Policy to ensure that all municipal employees are aware of our commitment to the privacy and protection of client information.

Protecting the privacy and confidentiality of personal information is an important aspect of the way the Municipality of Sioux Lookout conducts its business. Collecting, using, and disclosing personal information in an appropriate, responsible, and ethical manner is fundamental to the Municipality of Sioux Lookout's daily operations.

The Municipality of Sioux Lookout strives to protect and respect the personal information of its customers, employees, business partners, and so on in accordance with all applicable regional and federal laws. Each staff member of the Municipality of Sioux Lookout must abide by the organization's procedures and practices when handling personal information.

GUIDELINES

52.1 REQUIREMENT OF CONFIDENTIALITY

In accordance with the Privacy Act, the Municipality of Sioux Lookout requires all employees to handle sensitive personal client information in a confidential and appropriate manner. It is understood that employees of the Municipality of Sioux Lookout will become aware of confidential information regarding our clients through the course of their employment. Employees agree that if confidential information is not effectively protected, the operations of the Municipality of Sioux Lookout may be threatened, and the well-being and privacy of our clients may suffer irreparably.

Employees of the Municipality of Sioux Lookout are required to keep all confidential information and relevant medical knowledge regarding both the Municipality and our clients confidential both during and after their term of employment. These practices have been adopted as they have been deemed essential to the protection of the Municipality of Sioux Lookout, and the well-being and privacy of our clients.

52.2 CONFIDENTIALITY AGREEMENT

The following is classed as Confidential Information:

- Client lists
- Client personal information
- Labour relations
- Human resource planning
- Company financial information, status and statements
- Any information, or documentation labelled “Confidential” by the Company, or listed as such by separate memorandum, or e-mail that informs of confidential status
- Any information pertaining to the Municipality of Sioux Lookout’s clients and visitors

Any information relating to the Municipality that is freely in the public domain may not be considered “Confidential”. In the event that an employee can prove that information was possessed before it was received from the Municipality of Sioux Lookout, or that information was gained from an unrelated third party, said information will not be classified as “Confidential”.

52.3 NONDISCLOSURE

In working for the Municipality of Sioux Lookout, employees shall not divulge, disclose, provide or disseminate Confidential Information to any third party not employed by the Municipality of Sioux Lookout at any time, unless the Municipality of Sioux Lookout gives written authorization. Furthermore, Confidential Information shall not be used for any purpose other than its reasonable use in the normal performance of employment duties for the Municipality of Sioux Lookout.

52.4 COMPANY PROPERTY

Upon termination of employment with the Municipality of Sioux Lookout, employees shall promptly return (without duplicating or summarizing), any and all material pertaining to the Municipality of Sioux Lookout business in their possession including, but not limited to: all client information (charts, lists, etc.), physical property, documents, keys, electronic information storage media, manuals, letters, notes and reports.

52.5 LEGAL

This agreement will not supersede any legal obligation to disseminate information when required to do so in a court of law.

ACKNOWLEDGEMENT & AGREEMENT

I (employee name), acknowledge that I have read and understand the Customer Information Confidentiality Policy of the Municipality of Sioux Lookout. Further, I agree to adhere to this Policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this Policy, I may face disciplinary action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____

THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT

BY-LAW NO. 67-14

**BEING A BY-LAW TO AMEND BY-LAW NO. 50-05, AS AMENDED
(BEING A BY-LAW TO ADOPT PERSONNEL POLICIES FOR THE
MUNICIPALITY OF SIOUX LOOKOUT)**

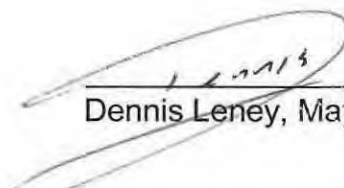
WHEREAS Council has passed By-law No. 50-05 to adopt Personnel Policies for the Municipality of Sioux Lookout; and

WHEREAS the Council of The Corporation of the Municipality of Sioux Lookout deems it advisable to amend By-law No. 50-05 and the adopted Personnel Policies;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT ENACTS AS FOLLOWS:

1. THAT By-law No. 50-05 be amended by deleting the following Policies effective October 16, 2014:
 - a. Personnel Policy No. 3-20 Sick Leave and Personal Days
2. THAT By-law No. 50-05 be amended by adding the following Policies:
 - a. Personnel Policy No. 3-20 Sick Leave and Personal Days
 - b. Personnel Policy No. 3-52 Customer Information Confidentiality
 - c. Personnel Policy No. 3-53 Code of Ethics
3. THAT the Personnel Policies attached hereto as Appendix "A", are adopted as Personnel Policies for The Corporation of the Municipality of Sioux Lookout, effective October 16, 2014.
4. THAT this By-law shall come into force and take effect on the date of its final passing.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS FIFTEENTH DAY OF OCTOBER, 2014.



Dennis Leney, Mayor



Mary L. MacKenzie, Clerk