

CONFIDENTIALITY POLICY

PURPOSE:

Each Board of Director member, employee, and volunteer shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of OPIRG McMaster. Furthermore, Board of Directors, employees, and volunteers shall not disclose or use information relating to the business of OPIRG McMaster for their personal profit, advantage or the profit or advantage of a club or organization they are affiliated with. Board of Directors, employees, and volunteers shall maintain confidential personal records in accordance to the Collective Agreement.

The Employer and the Union agree that all correspondence and meetings relating to disciplinary procedures shall be kept strictly confidential between the Parties directly involved in the investigation and processing of the complaint.

14.4 The Employer shall maintain confidential personnel records. Such records shall be stored only in hard copy, and shall not be shared with or made accessible to, other Employees and/or OPIRG volunteers.

The Employee shall have access to their record on request.

PROCEDURE:

This is to certify that I, _____, an employee, student, volunteer or Board member of [Organization], understand that any information (written, verbal or other form) obtained during the performance of my duties must remain confidential. This includes all information about members, clients, families, employees and other associate organizations, as well as any other information otherwise marked or known to be confidential.

I understand that any unauthorized release or carelessness in the handling of this confidential information is considered a breach of the duty to maintain confidentiality. I further understand that any breach of the duty to maintain confidentiality could be grounds for immediate dismissal and/or possible liability in any legal action arising from such breach.

Signature of Employee/Student/Volunteer

Date

I have read the above and fully understand the content.

POLICY APPROVED BY OPIRG BOARD OF DIRECTOR on December 17, 2015

Revised:

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