



POLICY & PROCEDURE MANUAL		Subject: CONFIDENTIALITY		
Section: HUMAN RESOURCES – ADMINISTRATION		Policy Number: HUM-ADM-106		Page: Page 1 of 2
Date Approved: FEBRUARY 1995	Effective Date: FEBRUARY 1995	Date Reviewed: AUGUST 2018	Date Revised: NOVEMBER 1999	Next Review Date: AUGUST 2020

POLICY

In accordance with legislation and the obligation to assure the privacy and confidentiality of all those who are of people supported, employees, volunteers, benefactors and members of Choices this policy follows the compliance with privacy and confidentiality obligation under the funding agreement made under the Act.

RATIONALE

It is the desire of the agency, and consistent with its obligation under the Freedom of Information and Protection of Privacy Act 1987, to ensure the privacy of people supported, employees, volunteers, benefactors and people supported.

DEFINITION

Confidentiality is the protection of personal information.

Confidentiality means keeping a person supported's information between you and the client, and not telling others including co-workers, friends, family, etc. Examples of maintaining **confidentiality** include: individual files are locked and secured.

SCOPE

This policy is exercised by all employees, people supported and volunteers of Choices and all persons involved in providing services to Choices.

RESPONSIBILITY

1. People Supported, employees and volunteers of the agency shall exercise absolute confidentiality concerning information and records of people supported, peers and colleagues regarding the agency.
2. People Supported, employees or volunteers who have access to information as defined above and who violate the confidentiality of information shall be subject to dismissal.

Section: Human Resources – Administration	Title: Confidentiality	Policy No.: HUM-ADM-106
--	-------------------------------	--------------------------------

3. People Supported, employees or volunteers who have access to information as defined in (1) above and who violate the confidentiality of information will not be entitled to the support of the agency in the event of a lawsuit or charge brought in respect of that violation.
4. People Supported, employees and volunteers who have access to information as defined in (1) above shall upon commencement of duties sign a statement regarding their responsibility to preserve the confidentiality of information in accordance with agency.

PROCEDURE

Inquiries concerning an employee's personal information must be accompanied by the employee's written consent to the Administration Office. See Policy QUA-PRI-R00 – Privacy of Information for additional information.

EDUCATION AND TRAINING

Upon hiring/orientation and/or annual review of this policy, the employee will have completed the required education on Confidentiality, thus consenting to the undertaking of adherence and understanding the content.

QUALITY MEASURES

O. Reg. 299/10: Quality Assurance Measures
 Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008, S.O. 2008, c. 14

ASSOCIATED FORMS

Confidentiality Agreement: Investigations
 Confidentiality Policy Sign-off

ASSOCIATED POLICIES

BRD-GOV-401(c) – Code of Conduct
 QUA-PRI-400 – Privacy of Information
 QUA-PRI-401 – Privacy Audit

REFERENCES

The Personal Information Protection and Personal Documents Act (PIPEDA)