



Employee Confidentiality Agreement

Introduction

In order to protect and safeguard student and employee information every Coast Mountain College (CMTN) Employee must complete a CMTN Employee Confidentiality Agreement.

Procedure

Employee Confidentiality Agreements will be provided by the Registrar or the Human Resources Department and once signed, they will be forwarded to the Human Resources Department for retention in the employee's file.

Freedom of Information and the Protection of Privacy – FOIPPA

In order to comply with the FOIPPA Act it is important that any personal information you have access to be kept strictly confidential, except where the legislation permits disclosure. The information you have access to should be used for approved CMTN business purposes only.

FOIPPA also requires employees to advise the College of any unauthorized disclosures of personal information (s. 30.5)

Guidelines for Access to Student and Employee Information

The intent of these guidelines is to provide appropriate access to student and/or employee records by CMTN employees while safeguarding the rights and privacy of students and employees. Sections 33.1 and 33.2 of the legislation provide detailed information about permitted disclosures. The following are examples of legitimate uses of student data:

- Requests for information by the Ministry or its designate under the Colleges and Institutes Act;
- Requests for information by Statistics Canada or its designate under the Statistics Act;
- Requests from other government agencies under empowering legislation;
- Court ordered access;
- Access by a public body or a law enforcement agency in Canada to assist in a specific investigation: 1) undertaken with a view to a law enforcement proceedings or 2) from which a law enforcement proceeding is likely to result. (section 33.2 (i));
- Access to other individuals or agencies with the prior written consent of the student, including release forms;
- Approved general and survey research provided that individual information remains confidential during preparation, and is anonymous upon publication and distribution;
- Contact for the distribution of information of potential benefit to the student in the course of regular institute operations (e.g. admissions information, course cancellations, etc.);
- Access to information for student advising and counselling provided that such activities are conducted in the course of regular institute operations, or are part of an approved institution-wide or divisional program of student advisement and/or intervention;
- See section 33.1 and 33.2 of the Act for details about the circumstances under which disclosure is permitted.

The following are examples of uses of student or employee data which are prohibited:

- Access by individuals or organizations for the purposes of gain or profit;
- Contact for purposes of solicitation;
- Any advisement, counselling, marketing or recruitment activities which are not part of an approved college-wide or divisional program;
- Except as specified by legislation, responding to enquiries by agencies, members of the public or family (including parents and immediate family) without the written consent of the student or employee;
- Responding to enquiries by the media.

All CMTN employees are required to sign the following FOIPPA release. This release will be retained by Human Resources. A copy follows:

I, _____ do swear/affirm that:

(Print Full Name)

- I am an employee employed by CMTN and as such may have access to confidential information including but not limited to student and employee information.
- I will only access confidential information for legitimate CMTN operational purposes.
- I will not disclose to any person any information from these records, data sets or other confidential information unless permitted or compelled to do so by legislation.
- I will follow the Guidelines for Access to Student and Employee Information in order to comply with the Freedom of Information / Protection of Privacy Act.
- I acknowledge that I will abide by instructions and /or policies at CMTN with respect to the use, security and protection of confidential information.
- I acknowledge that I have read and will abide by the terms and conditions of this agreement and I understand that any breach of this agreement may result in discipline up to and including termination of my employment.
- I made this declaration knowing it is of the same legal force and effect as if I made it under oath.
- I acknowledge that a copy of this form will be placed in my personnel file.

Job Title: _____

Signature: _____

Date: _____

Please return to Human Resources Department after you sign this document. We recommend that you retain a copy of this document for your files. If you have any questions, please contact Human Resources.