



Policy: Pledge of Confidentiality
Policy Number: GQ
Policy Type: Personnel

Intent

As an educational facility, Hanover School Division regularly manages sensitive student information. This policy, and associated procedures, outlines expected employee behavior to ensure that information about students and staff remain confidential.

Policy

In accordance with the *Public Schools Act*, the *Education Administration Act*, and the appropriate privacy legislations and regulations, Hanover School Division requires all employees to handle sensitive personal student information confidentially and appropriately.

Employees will become aware of confidential information regarding staff and students through the course of their employment.

Employees of Hanover School Division must keep all confidential information and relevant knowledge regarding the facilities, staff and students confidential both during and after their term of employment. It is essential to the well-being and privacy of staff and students, and the protection of the Division that employees adhere to this policy.

Guidelines

It is expected that employees will follow the guidelines regarding the confidentiality of information as detailed in the New Employee Policy Compliance Certification.

Date Policy Created:	August 15, 2019
Date of last Review:	March 5, 2024
Reference(s):	<ul style="list-style-type: none">• The Educational Administration Act (C.C.S.M.C. E10)• Public Schools Act• Personal Health Information Act - Manitoba• Freedom of Information and Protection of Privacy Act
Related Forms:	New Employee Policy Compliance Certification