

TOWN OF SUNDRE POLICY #103

Confidentiality

Purpose of the Policy:

To establish guidelines concerning confidentiality of information obtained in relation to working at the Town of Sundre.

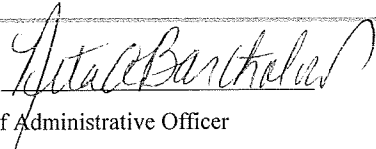
Policy Statement:

All employees will refrain from discussing at large any personal, private, or privileged business information obtained in the course of employment or volunteer work with the Town of Sundre.

All employees shall adhere to the Freedom of Information and Protection of Privacy Act.

All employees will sign an Oath of Confidentiality form upon being hired that will be placed in their personnel file.

Approval

Signature: 

Title: Chief Administrative Officer

References: Resolution No. 328/07

Revision Schedule: As needed

Date: October 9, 2007

Revision: 1

Next Revision: 2010

Town of Sundre

Oath of Confidentiality

I _____
(Name of person taking oath)

Do solemnly swear that I will refrain from discussing at large any personal, private, or privileged business information obtained in the course of my employment or volunteer work with the Town of Sundre.

Signature of person taking oath

Sworn (affirmed) before me at the Town of Sundre in the province of Alberta

This _____ day of _____ A.D., 20_____.

Witness
(Must be a Permanent Town Employee)