



Employee Pledge of Confidentiality Administrative Procedure 2.A.87H

2.0 Human Resources
2.A Foundations

Board Governance Policy Cross Reference: 2

Legal Reference: *Public Schools Act*

Date Adopted: February 2019

Date Amended: October 2022, July 2024

As an employee of Evergreen School Division, I acknowledge and understand that I may have access to confidential information (defined below) about students, staff, and/or their families. I understand that this information is protected and governed by the [Freedom of Information and Protection of Privacy Act \(FIPPA\)](#) and the [Personal Health Information Act \(PHIA\)](#).

In signing this agreement, I acknowledge that I am bound by the policies and procedures established by FIPPA and PHIA, and I am aware that a consequence of breaching them is prosecution under the Act.

Evergreen School Division has established written policies and procedures containing provisions for the security of personal health information as part of its Student Records Management Procedure. I acknowledge that I have been made aware of these policies and procedures.

I commit to maintaining the highest levels of confidentiality. I will not divulge any information regarding staff or students that I become aware of either through my work or through my presence at schools or other divisional buildings.

Name (print):

Date:

Position:

Signature:

Definitions:

Confidentiality: Keeping another person or entity's information private. By law, personal information must be held private and cannot be divulged except under certain specific circumstances, or with the express consent of the client, and then, only with authorized individuals as required. As with most confidentiality agreements, written or implied, this confidentiality agreement remains in effect indefinitely.

Privacy: Refers to the right of every individual to keep one's life and personal affairs from the public. It is a state of being free from public interruptions and observations. To respect others' privacy, professionals collect, record, and share only that information which is necessary for the purposes for which it was collected. Private information which is shared will be limited to that which is reasonably necessary for decision making. Consideration will be given to the respect for human dignity, free and informed consent, confidentiality, and to balancing the harms and benefits of data collection and sharing.

Personal information: As defined in the *Freedom of Information and Protection of Privacy Act*, this includes recorded information about an identifiable individual including, but not limited to:

- An individual's name, address, telephone, email addresses
- Age, sex, sexual orientation, marital status, family status, ancestry, race, color, nationality
- Religion, religious beliefs and associations, political association, or activity
- Education, employment, employment history
- Financial history, activities, and financial circumstances (except as required by the [Province of Manitoba Public Sector Compensation Disclosure](#))
- Criminal history
- A person's individual opinions (except if the opinions are about someone else) and any opinions expressed about that individual by someone else

Personal Health Identification Number (PHIN): means the personal health identification number assigned to an individual by the minister to uniquely identify the individual for health care purposes

Personal health information: As defined in the *Personal Health Information Act*, this is any recorded information about an identifiable individual that relates to:

- The individual's health, or health care history, including genetic information about the individual
- The provision of health care to the individual
- Payment for health care provided to the individual, and includes
 - The PHIN and any other identifying number, symbol, or particular assigned to an individual
 - Any identifying information about the individual that is collected in the course of, and is incidental to, the provision of health care or payment for health care

Health Care: Any care, service, or procedure:

- Provided to diagnose, treat, or maintain an individual's physical or mental condition
- Provided to prevent disease or injury or promote health
- That affects the structure or a function of the body, and includes the sale or dispensing of a drug, device, equipment, or other item pursuant to a prescription