

CONFIDENTIAL INFORMATION

Effective Date: April 22, 2002

Originating Office: Human Resources

Supersedes /Amends: B-43

Policy Number: HR-36

SCOPE

This policy applies to all employees of the University unless specific provisions of a Collective Labour Agreement or a Protocol apply.

POLICY

1. The University takes the required precautions to ensure that the information in its custody is protected regardless of the medium it may be stored upon. Employees are required to respect the confidentiality of the information they come across and to use their best judgment in all cases.
2. Department Heads are required to inform their employees of the information within their Department that must be treated as confidential.
3. In addition to the specifics of the department mentioned in paragraph 2, confidential information also includes:
 - a. student records,
 - b. employee files- see policy *Employee Files* ([HR-34](#)),
 - c. personal information about University employees,
 - d. minutes of meetings of University Bodies and Committees which are held in closed session,
 - e. internal budget information,
 - f. any information which divulged would cause, or could cause, prejudice to an employee or to the University.
4. Confidential information must not be discussed with anyone within the University except as work requirements may dictate.
5. Confidential information must never be discussed with anyone outside the University community.

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6. The University considers the unauthorized access or release of confidential information as grounds for dismissal.