



Department: Human Resources
Section: Employee and Labour Relations

Confidential information is information created or obtained through employment application or ongoing employment relationship. This information is strictly confidential and must never be shared, either verbally, electronically, or in written communication, with employees or persons outside the organization who do not have a legitimate purpose for accessing such information.

The Annapolis Valley Regional School Board will not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the individual or as authorized or required by law.

Specifically

- 1.0 Confidential information includes, but is not limited to:
 - 1.1. Salaries and wage information, in compliance with legislation
 - 1.2. Social insurance number
 - 1.3. Personal information
 - 1.4. Financial information
 - 1.5. Medical information
 - 1.6. Performance records
 - 1.7. Discipline letters
 - 1.8. Job applications
 - 1.9. Interview scores including references
 - 1.10. Results of Child Abuse Registry and Criminal Records Check searches
- 2.0 Unauthorized disclosure of confidential information by an employee may be grounds for discipline.
- 3.0 The release of information on an employee's salary shall be provided only by the Human Resources Department or the Finance Department on the appropriate letterhead following a written request by an employee. Verbal confirmation of employment by the Human Resources Department will confirm only status and length of employment.

Monitoring

- The Director of Human Resources is responsible for the implementation, monitoring and revision of this administrative procedure.
- This administrative procedure will be monitored annually.

Superintendent Approved: January 15/09

Ref: BP 305.5

Monitoring Date: Annually

Revised: March 17/14