



**SECTION 1000 - HUMAN RESOURCES  
CONFIDENTIALITY**

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All employees and volunteers are expected to sign a Pledge of Confidentiality and are responsible for respecting the nature of confidential information.

Individuals shall not discuss or share confidential information, including personal health information with any unauthorized personnel or make copies of such information except where it has been authorized and take measures to protect the release and unauthorized use of confidential information.

Personal health information includes recorded information about an identifiable individual that relates to:

- a) the individual's health, or health care history, including genetic information about the individual;
- b) the provision of health care to the individual;
- c) payment for health care provided to the individual;
- d) the Personal Health Identification Number (PHIN) and any other identifying number or symbol assigned to an individual;
- e) 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; and
- f) any information contained in the pupil support file (e.g., psychologist, speech-language pathologist, social worker, and counselor reports, etc.), as well as information required for health care plans.

Individuals shall ensure that while confidential information is in their care, it is controlled and always supervised until it has been returned to its designated secure storage site.

An employee who breaches confidentiality is subject to disciplinary action up to and including termination of employment.

<b>Cross Reference:</b>			
<b>Board Informed:</b> December 2017	<b>Procedure Review Date:</b> September 2023	<b>Procedure Revision Date:</b>	<b>Page 1</b>