

Confidentiality Statement Policy

1.0 Policy Statement

City of Mount Pearl employees and volunteers must sign the *Undertaking of Confidentiality Form* as a condition of employment to ensure the security and confidentiality of records and personal information under the control of the City.

A written offer of employment is conditional upon the completion of the *Undertaking of Confidentiality Form*. Signed forms will be retained by Human Resources on their employees personnel file. Refusal to sign the Undertaking of Confidentiality Form after signing a written offer of employment voids and nullifies the written offer of employment.

2.0 Purpose

To establish a policy outlining the City's confidentiality requirements to employees, Council members and volunteers.

3.0 Scope

This policy applies to all employees, members of the Council, and volunteers.

4.0 Definitions

For the purpose of this policy, City volunteers are defined as any person who volunteers their services to the municipality where, in the Senior Manager's opinion, the volunteer may have access to confidential information.

5.0 Related Documents

Please refer to the City's related document *Undertaking of Confidentiality Form*.

It shall be the responsibility of all City of Mount Pearl employees to ensure they are aware of this policy.

6.0 Approvals



Steve Kent, Chief Administrative Officer

August 7, 2018