

HR 120 Confidentiality Policy – Employee and Volunteer Confidentiality Agreement

Originating Document – PC– June 20, 2014

Effective Date – LB-49-2014

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1. Principle:

Patrons of the library have the right to protection of all their personal information. Each staff member and volunteer must support the patron's right to privacy. Staff and volunteers in the organization must be committed to maintaining the privacy and confidentiality of patrons. Breaches of privacy place the organization at risk.

2. Policy:

A condition of employment/volunteering in the organization is that all employees/volunteers sign a confidentiality agreement. This agreement will be placed in the employee's/volunteer's file. This agreement may be renewed at regular intervals (with the annual performance review). Failure to hold the personal information of patrons confidential and private may lead to disciplinary action which may include termination of employment without notice.

Breaches of confidentiality include accessing personal information without authorization to do so and without a need-to-know.

Employee and Volunteer Confidentiality:

Name of organization: The County of Prince Edward Public Library & Archives

Name of employee/volunteer: _____

Confidentiality:

I acknowledge that during my employment/volunteer work with The County of Prince Edward Public Library & Archives that I will

HR 120 Employee and Volunteer Confidentiality Agreement
County of Prince Edward Public Library & Archives

have access to personal information about library patrons, which is of a private and confidential nature.

At all times I will respect the privacy of library patrons as well as other library employees and volunteers.

I will ensure that private and confidential information is not inappropriately accessed, used or disclosed either directly by me or by virtue of my password to library systems.

I understand that violations to privacy and confidentiality may include but are not limited to:

- Accessing personal information that I do not require for work or volunteering purposes
- Misusing or disclosing personal information (verbally, through the computer or in hard copy) without proper authorization
- Altering personal information of patrons or other employees/volunteers
- Disclosing to another person my user name or password to enable unauthorized access to personal information

I will only access, use and transmit private and confidential information using organization authorized hardware, software or other equipment, as required by the duties of my position. I understand and agree to abide by the conditions outlined in this agreement, which will remain in force even if I cease to have association with The County of Prince Edward Public Library & Archives.

Employee's Name (print)

Barbara Sweet, CEO

Employee's Signature

CEO's Signature

Date (YYYY-MMM-DD)

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