

REGION OF QUEENS MUNICIPALITY

Operational Policy No. 31 – Hillsview Acres CONFIDENTIALITY

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General Statement of Policy

31.01 It shall be the policy of the Region of Queens Municipality to ensure the right to privacy of each and all residents of Hillsview Acres.

Policy Objectives

31.02 To ensure that all employees of Hillsview Acres recognize the right to privacy of each and all of its residents.

31.03 To ensure that all information related to a resident is treated as strictly confidential, including all aspects of that resident's physical or mental situation and all information regarding that resident's personal life situation and financial situation.

31.04 That information be discussed or disclosed only as may be required in the best interests of the resident.

Employees Responsibilities:

31.05 To safeguard the reputation of Hillsview Acres' residents at all times. Failure to abide by these confidentiality guidelines could result in serious disciplinary action, including dismissal.

Implementation of Policy

31.06 For the purposes of implementing this policy of "Confidentiality" all employees will be required to sign the attached Schedule "A" – Pledge of Confidentiality.

Approved by Council: September 20, 2004

SCHEDULE "A"

PLEDGE OF CONFIDENTIALITY

I understand and agree that as an employee of Hillsvew Acres, I must hold all information gained in the performance of my duties in strict confidence, both during and after my employment.

Further, I understand and agree that this requirement of strict confidentiality is a condition of my employment and that any violation of it, at any time, may result in sanctions against me including my dismissal.

Signed: _____

Dated: _____