

# THE CORPORATION OF THE TOWN OF TECUMSEH

## POLICY MANUAL

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<b>POLICY NUMBER: 57/06</b>	<b>EFFECTIVE DATE:</b>
<b>SUPERCEDES: N/A</b>	<b>APPROVAL:</b> -PC 33 /06 – August 8 , 2006
<b>SUBJECT: CONFIDENTIALITY OF INFORMATION</b>	

### Purpose

The Corporation of the Town of Tecumseh collects, retains and uses information about its employees, rate payers, property owners, suppliers, contractors, agents and others with whom it has contact in the course of conducting municipal business.

The *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, (MFIPPA) provides a right of access to information under the control of the Town, subject to certain exemptions.

The Town of Tecumseh believes that it is important to comply with (MFIPPA) and other similar legislation.

### Scope

This policy applies to all regular full-time, and part-time employees, including summer and seasonal employees of the Town of Tecumseh, whether non-union or unionized.

### Policy

Municipal records and 'in camera' directions and proceedings, (including 'in camera' meeting agendas and minutes) are available to employees on a "need to know" basis. The security of such information must be maintained.

Confidential information about the Town of Tecumseh, its employees, ratepayers, property owners, suppliers or agents should not be divulged to anyone other than persons who are authorized to receive such information.

All commercial, financial or technical information belonging to the Municipality, supplied to the Municipality by a third party, or information that has a monetary value to the Municipality, should only be released when to do so would be in the best interest of the Municipality and in compliance with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56 (MFIPPA) and any other relevant legislation.

Personal information controlled by the Municipality must be used or disclosed in compliance with the MFIPPA.

The Information Coordinator (Director of Staff Services/Clerk) is to be consulted when the following information is requested regarding the Municipality, and others, in order to protect against the illegal, unauthorized or inadvertent use and disclosure of such information:

- client records,
- information contained in business strategies and plans,
- pending proposals or contracts,
- estimates prior to tender openings,
- unannounced services,
- research results,
- financial data and projections,
- proposed acquisitions and divestitures,
- computer programs and software,
- professional expertise, or
- inventions.

If at any time, an employee is uncertain as to whether certain information is confidential, approval from the Information Coordinator should be obtained before disclosing such information.

When an employee leaves the employment of the Municipality, the former employee should not disclose information that could be detrimental to the Municipality.

Information acquired through employment with the Municipality should not be used or disclosed in any personal external activity. No employee should benefit, either directly or indirectly, from the use of information acquired during the course of their official duties that is not generally available to the public.

In the course of employment, employees may become aware of personal and confidential information. The Town of Tecumseh depends on the maturity and loyalty of each employee to keep private any such information, and to keep confidential any personal matters discussed.

Any breach in the duty of confidence is a serious matter, and may result in discipline up to and including dismissal.