



Policy Code: GA - 007

Confidentiality Policy

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REVISION RECORD

Date	Version	Revision description
August 18, 2022	1	Original Confidentiality Policy

1. TITLE:

1.1 Confidentiality Policy

2. POLICY STATEMENT:

- 2.1 The Village of Heisler recognizes its duty to maintain confidentiality of its' employees, councillors, and residents. This policy outlines the details of keeping confidentiality within the municipality.**

3. PURPOSE:

- 3.1 The purpose of this policy is to instate the importance of confidentiality and outline the details of upholding it.**

4. SCOPE:

- 4.1 The scope of this policy includes the employees and councillors of the Village of Heisler.**

5. OBJECTIVES:

- 5.1 The Objective of this policy is to ensure that the ideas presented in the Purpose of this Policy will be upheld.**

6. POLICY DETAILS:

- 6.1 Employees and Councillors will not directly or indirectly disclose confidential information that pertain to the operations of the Village of Heisler unless required by law or authorized in writing by the CAO and Councillors.**
- 6.2 The duties of employees and councillors to keep confidentiality continues after their employment time with the Village of Heisler.**
- 6.3 Information of residents and their accounts with the village will be held in confidence and shared only be shared with account holders, lawyers in form of tax certificates and Village auditors.**
- 6.4 If an account holder wishes for someone else to receive account information the Village must receive written confirmation that we can share their information with said person.**

- 6.5 Individuals who fail to comply with this policy may be subject to disciplinary actions up to and including dismissal and where warranted, legal action.

7. ROLES AND RESPONSIBILITIES:

- 7.1 It is the role of the Administration Department of the Village of Heisler to follow and uphold this policy.
- 7.2 It is the responsibility of current and past employees and councillors to follow the details of this policy.

8. MONITORING, EVALUATION AND REVIEW:

- 8.1 The monitoring, evaluation and review of this policy is the responsibility of the Administration Department of the Village of Heisler.

9. DEFINITIONS AND ABBREVIATIONS:

- 9.1 All Definitions and Abbreviations are subject to those found within the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26.
- 9.2 Confidential information includes, but is not limited to, privileged information, personal information, technical and financial information, third party information, or any other information obtained or derived from Village records.

Council Approved: August 18, 2022

Responsibility: Administration

Next Review Date: August, 2026

Motion # _____

