

TEMPLATE: Confidentiality Agreement for Staff

This agreement is from a large performing arts organization in Ontario

Issued: October 1, 2003

POLICY STATEMENT

Theatre X acknowledges that employees may come into contact with confidential information in the course of carrying out their duties. Such confidential information may include, but is not limited to, personal information regarding employees, patrons, and donors, as well as financial and operational data. Employees are required to use discretion and take all precautions to ensure that access to confidential information be restricted to authorized employees.

Disseminating confidential information to individuals or organizations external to Theatre X may expose Theatre X to additional liabilities and must be treated with a higher level of discretion. Disclosure of information to an outside third party may only be made by authorized employees. In the specific case of media, only designated media spokespersons are authorized to communicate with media sources.

SCOPE

All employees, including those employed on a contract basis.

PROCEDURES

All new employees will be given a copy of this confidentiality policy and will be required to sign a confidentiality agreement at the time of hiring. The signed confidentiality agreement will be kept in the employee's personnel file.

The importance of confidentiality will be reviewed at the time of orientation.

Any misuse of information will be treated as a breach of confidentiality. Such a breach by an employee will be viewed as a serious matter requiring disciplinary action, up to and including termination.

I, _____, have received a copy of Theatre X's policy on Confidentiality, Issue date October 1, 2003. I have reviewed this policy and understand its terms.

Signature

Date

The legal aspects of privacy and confidentiality are governed by legislation and are subject to change. For definitive rules on the legal aspects of confidentiality and privacy, consult a labour lawyer or human resources specialist and refer them to the Ontario Ministry of Labour (www.labour.gov.on.ca) and or the Privacy Commissioner of Canada (www.privcom.gc.ca)