



TOWN OF PINCHER CREEK POLICY



Approved by:	Date:	Policy Number: 147-05
Reference:	Revision Date/by:	
Title: CONFIDENTIALITY POLICY		

General

1. During the course of employment with the Town of Pincher Creek, any employee may become aware of information that is confidential. This may include but is not limited to: personal information about other employees; wage and salary levels; information regarding Town business or transactions with any person or firm; Town budgetary, legal or financial information; disciplinary or legal actions past or in progress; or any other information which is deemed confidential by Town Council or the Chief Administrative Officer. This policy will outline the confidentiality duties and responsibilities of all persons employed with the Town of Pincher Creek.

Purpose

2. The purpose of providing a Confidentiality Policy is to emphasize the importance of keeping confidential any such information, which comes into your possession. Failure to keep such information confidential may result in serious repercussions both for the individual revealing such information without proper authority, and for the Town of Pincher Creek

Persons Affected

3. All employees of the Town of Pincher Creek are bound by this policy

Duties

4. It is the duty of ALL employees to keep confidential any and all information that comes into their possession as a result of their employment with the Town of Pincher Creek, whether directly or indirectly, regarding any other employee of the Town of Pincher Creek, any and/or any aspect of the business of the Town of Pincher Creek

Approved Disclosure

5. Only the Mayor and/or Chief Administrative Officer of the Town of Pincher Creek may disclose or approve the disclosure of confidential information. This does not prevent any employee disclosing confidential information in compliance with the legal requirements as outlined in the Alberta Privacy of Information legislation.

Prohibitions

6. All employees are prohibited from disclosing any confidential information without the express permission of the Mayor or Chief Administrative Officer, except that information disclosed in accordance with law.

Penalty

7. Any employee who discloses confidential information without the express authority of the Mayor or Chief Administrative Officer will be disciplined. Discipline may range from written warning up to and including immediate dismissal. Compliance with this policy is a condition of employment with the Town of Pincher Creek

End of Policy