



Confidentiality Agreement

Created: Sept 28, 2015,

Board Approved:

Reference: Personal Information Protection and Electronic Documents Act (Canada)

Revised: March 18, 2020, March 18, 2024, September 25, 2025,

Purpose:

It is the policy of Orde Day Care that Staff, Students and Volunteers of Orde Day Care may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with Orde Day Care, to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom the Orde Day Care or appropriate authority (e.g. supervisor, client/parent) has authorized disclosure.

Staff and volunteers shall use confidential information solely for the purpose of performing their duties as staff members and volunteers of Orde Day Care.

This policy is not intended to prevent disclosure where disclosure is required by law (emergency, fire, police, children's aid etc.).

This policy is based on the principles set out in schedule 1 of the Personal Information Protection and Electronic Documents Act (Canada) and reflects the Centre's recognition of the importance of privacy and confidentiality.

All Staff and Volunteers must always exercise good judgment and care to avoid unauthorized or improper disclosures of confidential information. This includes all proprietary information, internal information, data and materials of Orde Day Care.

Staff should be sensitive to the risk of inadvertent disclosure and should refrain from leaving confidential information on desks or otherwise in plain view, and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons. This also extends to the electronic dissemination (including social media sites, blogs, etc.) of confidential and/or sensitive information related to Orde Day Care.

Upon termination of employment, or volunteer relationship with Orde Day Care, all documents, papers, and other materials, regardless of medium which may contain or be derived from confidential information must be returned to Orde Day Care.

Staff, and volunteers who have access to confidential information must read and sign the following:

Acknowledgement and Understanding of Importance of Non- Disclosure

I _____ acknowledge the information to which I will have access to as a result of the position I hold within Orde Day Care is confidential, personal, and/or valuable to the operations of Orde Day Care and the unauthorized disclosure of that information to another party would cause Orde Day Care and its membership or clients irreparable harm and is in violation of the Orde Day Care's policies and procedures and/or the Personal Information Protection and Electronic Documents Act (PIPEDA) covering the collection, use or disclosure of personal information in the course of any commercial activity.



ORDE DAY CARE'S STAFF- POLICY AND PROCEDURE BINDER

Agreement Not to Disclose Confidential Information

I _____ acknowledge that in order to appropriately safeguard the interests of the Orde Day Care, its clients, membership, staff, and business affairs:

1. I will not directly or indirectly disclose or divulge any information relative to the business or affairs of Orde Day Care or personal information concerning its staff, clients, or associations it serves except as may be necessary in the proper discharge my duties or as requested by law. **I will inform clients of how their information will be received and shared.**
2. I will ensure any information which must be disclosed is done in accordance with the terms and conditions set out in the Orde Day Care's internal policies and procedures and comply with any legal requirements.
3. I will ensure that those who do receive our information are made aware of and observe our privacy policies and procedures
4. I shall not remove any confidential information in any form, from Orde Day Care premises except while performing my duties on behalf of the Orde Day Care or without the prior authorization of the Executive Director and/or Supervisor.
5. I shall not record any workplace meetings including but not limited to: staff meetings, termination or discipline, performance evaluations or client meetings between staff and parents/children
6. I shall not record or take pictures of children's interactions, behaviours on any personal devices. Any pictures/recording of children must be taken on centre owned devices only.

Agreement to Abide by Privacy Policy

I _____ acknowledge that I have read and understand Orde Day Care's privacy policy and procedures and agree to abide by same.

Return of Confidential Information

I _____ acknowledge that upon the termination or conclusion of my position with Orde Day Care for whatever reason, I shall return all information immediately to Orde Day Care along with any confidential information regardless of the medium.

I _____ acknowledge that the terms of this Agreement shall continue to be effective after the termination or conclusion of my position with the Orde Day Care for whatever reason.

Enforcement of Agreement

If there is any breach of this Agreement by any staff member of Orde Day Care, it may result in discipline up to an including dismissal.



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Staff/volunteer Name:	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date: