

MACKENZIE REGIONAL WASTE MANAGEMENT COMMISSION POLICY

	Policy No.: 46-06
Facility: Mackenzie Regional Landfill	Effective Date: December 5, 2006
Policy Title: CONFIDENTIALITY POLICY	Page 1 of 2

Purpose of Policy

To safeguard the information gathered for the Mackenzie Regional Waste Management Commission Operations.

Policy Statement

1. The Commission gathers a significant amount of information of a confidential nature including, for example, personal information, contractual information, and land related information. Legislation, both the Freedom of Information and Protection of Privacy Act and the Municipal Government Act, and common practice prohibits the release of, or controls the release of, certain information to the public.
2. Existing and future board members and employees are obligated by the Freedom of Information and Protection of Privacy legislation.
3. To reinforce this confidentiality it is required that all new board members and employees, as of November 20, 2010, sign the Oath of Confidentiality as attached and forming part of this policy.

Responsibility

1. The Board shall be responsible for the review and update of this Policy.

	DATE	RESOLUTION
Adopted	December 5, 2006	112-06
Amended	November 20, 2010	76-10

Mackenzie Regional Waste Management Commission

OATH OF CONFIDENTIALITY

All employees are expected to respect the trust and confidence the Board and the Manager have placed in them.

During the period of employment, the board member or employee may gain knowledge of critical and confidential information. This is particularly true of board members or employees who have access to files, personnel information and financial records.

A board member or an employee shall not discuss with, or disclose to others, any such confidential information obtained in the course of employment with the Mackenzie Regional Waste Management Commission including, but not limited to, business matters or information in respect to employees and personal data on members of the public.

Disclosure of information necessary to fulfill the job function is considered justified, or at the request of authorized officers or authorized Government Departments. If confidential information is divulged outside of the Mackenzie Regional Waste Management Commission's organization, a written description of what was disclosed shall be recorded, so that the sharing of otherwise confidential information will be as factual as possible. Disclosure is to be governed by the Freedom of Information and Protection of Privacy Act, RSA 2000.

Files taken away from the Commission's facilities must be returned the same day and returned to the designated office.

OATH

I, _____, do swear/affirm that I will execute according to law and to the best of my ability the duties required of me as a board member or an employee of the Mackenzie Regional Waste Management Commission. That I will not, without due authorization disclose or make known any matter which comes to my knowledge by reason of my employment, and that doing so would be a breach of this undertaking and may constitute just cause for my dismissal. I also agree to abide by the Confidential Information Policy as stated above.

(Signature of employee)

Taken and subscribed before me in the Town of High Level in the Province of Alberta, this _____ day of _____, 20__.

Commissioner of Oaths in the Province of Alberta