



ARCHDIOCESE OF REGINA

Policy Name:	Confidentiality	Number:	S1-3
Policy Type:	Diocesan Expectations of Employees	Date Approved:	February 2017
References:		Date Revised:	

Policy Statement: As a condition of employment, employees of the Archdiocese are required to sign an Oath of Confidentiality form binding them against release or disclosure of information acquired during their employment unless specific written authorization to do so has been given.

Definition: “Trade Secret” includes technical and non-technical data, a program, a method, a technique, a process, financial data, financial plans which derive economic value, actual or potential, from not being generally known to and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use and is subject to reasonable efforts by Archdiocese to maintain its secrecy
“Confidential Information” means any secret, confidential information entrusted to the Archdiocese by another person or entity.

- Procedure:**
- a) On or before the commencement of employment, as an integral part of the Contract of Employment, an employee will be required to sign a Declaration of Confidentiality which is placed in their personnel file. (Appendix A)
 - b) An employee’s immediate supervisor is to inform their superior immediately if a breach of this policy has occurred or is alleged to have occurred. Appropriate steps are to be taken as outline in Section 3-4: Confidentiality.
 - c) If an employee is obligated by law and/or the courts to disclose confidential information, the employee must inform their immediate supervisor and the Office of the Chancellor as soon as possible.
 - d) Failure to follow this policy may result in disciplinary action being taken, up to and including termination of employment.

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