

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> A-05
<b>POLICY:</b> Employee Confidentiality Statement			
<b>DATE:</b> MAR28/01	<b>REV. DATE:</b> OCT 29/03	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 1

**POLICY STATEMENT:**

All new County of Renfrew employees must sign an ‘Employee Confidentiality Statement’ (pursuant to Section 47(c) of the *Municipal Freedom of Information and Protection of Privacy Act* and Ontario Regulation 823) as a condition of a written offer of employment to ensure the security and confidentiality of records and personal information under the control of the Corporation of the County of Renfrew.

**PROCEDURE:**

1. A written offer of employment is conditional upon the completion of an ‘Employee Confidentiality Statement’ (Appendix A) by a new employee.
2. The ‘Employee Confidentiality Statement’ is signed, dated, witnessed, and placed in the individual’s personnel file with the Human Resources Department.
3. A new employee’s refusal to sign an ‘Employee Confidentiality Statement’ after signing a written offer of employment voids and nullifies the written offer of employment.
4. Although not currently required, employees hired before the implementation of this policy are encouraged to sign an ‘Employee Confidentiality Statement.’

**APPENDIX A:**

Form A-05: [Employee Confidentiality Statement](#)