

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> I-02
<b>POLICY:</b> Contractors' Confidentiality Agreement			
<b>DATE:</b> JUN28/01	<b>REV. DATE:</b> OCT 29/03	<b>COVERAGE:</b> All Contractors with the County of Renfrew	<b>PAGE #:</b> 1 of 1

**POLICY STATEMENT:**

Contractors who engage in any business with the County of Renfrew, and who, while carrying out such business, may have access to County records and/or personal information, may be required to sign a 'Confidentiality Agreement' (*pursuant to Section 47(c) of the Municipal Freedom of Information and Protection of Privacy Act and Ontario Regulation 823*), to ensure the security and confidentiality of records and personal information under the control of the Corporation of the County of Renfrew.

**PROCEDURE:**

1. Any new contract entered into between the County and a contractor may be conditional upon the service provider signing the 'Contractor Confidentiality Agreement'.
2. Upon the County's acceptance of an offer, the 'Contractor Confidentiality Agreement' is signed by the service provider, dated, witnessed, and placed in the contractor's file with the respective Department.
3. A contractor's refusal to sign a 'Contractor Confidentiality Agreement' may void and nullify the contract between the County and the contractor.

**APPENDIX A:**

Form I-02: Contractor's Confidentiality Statement