



Policy Number	8.13
Approval Body	Board of Governors
Policy Officer	Director Human Resources
Approval Date	September 2014

---

## 8.13 CONFIDENTIALITY

---

### ENABLING LEGISLATION + LINKED POLICIES

*Freedom of Information and Protection of Privacy Act*

*Other Laws of General Application*

*All Relevant Emily Carr University of Art + Design Policies*

### OBJECTIVE

The objective of this policy is to describe the overarching commitment of Emily Carr University of Art + Design (University) to the principles of public accountability and the protection of personal privacy, proprietary information and University records and to the principles of a respectful workplace.

### SCOPE

This policy applies to all University Employees, Contractors and Volunteers. Specific areas may develop relevant policies and procedures that fall within this policy but apply directly to the subject area.

### POLICY

1. Employees, Contractors and Volunteers of the University with access to information are in a position of trust and are required to abide by a high standard of conduct.
2. University records and information and information related to affiliated contractors, suppliers, donors and others must be handled in a confidential and appropriate manner.
3. Employees, Contractors and Volunteers must maintain confidentiality of personal and proprietary information and University records both during the period of employment, contract or volunteer work and in perpetuity.
4. Employees, Contractors and Volunteers must notify their supervisor(s) if they have reason to believe that confidential information has been lost, stolen, misused or improperly disclosed.
4. A violation of this policy is a serious offence, which may result in discipline, up to and including dismissal from the University and potential legal action.
5. This policy will not be interpreted, administered or applied to infringe on the responsibilities and protections outlined in the Safe Disclosure Policy 8.12.

---

## DEFINITIONS

- Employee:** means an individual who is in receipt of wages from the University for work performed for the University.
- Contractor:** means a person who is contracted by the University to perform a specific function for a specified period of time.
- Volunteer:** means a person who is volunteering their time to assist or serve the University, in any capacity.
- Confidential:** means to keep private or secret, safe from access, use or disclosure by people who are not authorized to handle the information.
- Proprietary Information:** includes, but is not limited to, files, documents, records (including electronic records) or any materials maintained, stored, controlled or possessed by the University or any knowledge learned through employment, contract or volunteering at the University, examples include, but not limited to, business plans, research results, draft reports, legal opinions, committee deliberations and documents, etc.
- Personal Information:** means recorded information about an identifiable individual which includes, but is not limited to name, home address, phone number, age, sex, marital or family status, identifying number, race, national or ethnic origin, colour, religious or political beliefs or associations, educational history, medical history, employment history, financial history or criminal history.
- Record:** includes, but is not limited to books, documents, maps, drawings, photographs, letters, video/audio tapes, vouchers, papers, email and any other items on which information is recorded or stored by graphic, electronic, mechanical or other means.

## POLICY SUPPORTS

### 8.13.1 Confidentiality Procedures