



## Administrative Procedure 5025

### *Confidential Information*

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**Board Governance Policy Cross Reference:** [1](#), [9](#), [13](#), [14](#)

**Administrative Procedures Cross Reference:**

[Records Management](#)

**Form Cross Reference:**

[Pledge of Confidentiality](#)

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**Legal/Regulatory Reference:**

[The Freedom of Information and Protection of Privacy Act](#)

[The Personal Health Information Act M.R. 245/97](#)

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**Date Adopted:** June 2008

**Amended:** December 2017

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The Brandon School Division recognizes the importance of the maintenance and release of confidential information. To such end, the Division enacts the following:

- Personal confidential information collected by individual schools or the Division will not be released to anyone unless:
  - prior approval has been obtained from the individual(s) and documented;
  - information is required to fulfill a Board/Division approved administrative function;
  - provisions of the [The Personal Health Information Act M.R. 245/97](#) have been met;
  - provisions of the [The Freedom of Information and Protection of Privacy Act](#) have been met;
  - legislation provides for release of specific information;
  - Manitoba Education requests specific information.
- Except as required by law, or provided for in a Collective Agreement, release of employment verification and/or salary declaration require the written consent of the employee or employee group affected. Other cases may be discussed with the Superintendent/CEO or designate and/or the Secretary-Treasurer.
- All employees may become aware of confidential information specifically related to students, and therefore must abide by this administrative procedure.

- **Pledge of Confidentiality**

As required under the [The Personal Health Information Act M.R. 245/97](#), the Division must ensure that each employee sign a [Pledge of Confidentiality](#). Such Pledge includes an acknowledgement that the employee is bound by the Division's administrative procedures containing provisions for the security of personal health information and personal information during its collection, use, disclosure, storage, and destruction.

Accordingly, each employee of the Division shall be provided with appropriate orientation on the policies and procedures, and shall sign the [Pledge of Confidentiality](#).