

Mayne Island Improvement District

Staff and Volunteer Confidentiality Agreement

Use of Confidential and Private Information

Staff and Employees of MIID and MIFRS, Volunteers, Vendors and Contractors may acquire much information that may not be public and is considered confidential. Such information, although not all, may be governed by the Freedom of *Protection of Privacy Act* (BC).

Employees must not communicate confidential information to anyone not entitled to receive it. No person may breach confidentiality by use of insider information, inside influence, outside influence, accepting gifts and disclosing conditions of contracts with/for the local government.

Breach of confidentiality is a serious occurrence and could result in immediate dismissal or loss of contracted work and in some instances prosecution.

Conduct After Leaving Employment of, or Completion of Contracted Work for MIID

After leaving, staff, employees, volunteers and contractors should abide by this agreement concerning confidential information which will apply in perpetuity, or until public release of such information as authorized by the board.

Mayne Island Improvement District Confidentiality Agreement:

Consistent with the guidelines stated above, I will hold all confidential information¹ in trust and confidence, and will not use, disclose, communicate or convey, or allow to be used, disclosed, communicated or conveyed, directly or indirectly, any such information, except as necessary in the performance of my duties.

I will not remove any records containing confidential information from any Improvement District premises unless explicitly authorized to do so, and will return such records to the Board of Trustees upon completion of any assignment or as requested by the Chairperson of the Board.

¹Such confidential information or documentation may include personal information of Mayne Island Fire Rescue staff and Mayne Island Volunteer Firefighters Association members or organizational or other information from members of the public that is required to be kept confidential under the terms of the *Freedom of Information and Protection of Privacy Act* (BC).

Signature

Date

Print Name