

Atikokan Literacy Incorporated ADULT LEARNING CENTRE Human Resource Policy/Procedure
Statement of Confidentiality
APPROVED BY: Atikokan Literacy Incorporated Board of Directors
DATE: March 26, 2015 (R)
DISTRIBUTION: Employees

Policy:

All volunteers, employees and learners are asked to respect the importance of confidentiality. Efforts of Atikokan Literacy Incorporated emphasize the utmost mutual respect for the confidential nature of all personal information. All staff, tutors and volunteers must sign a ***Statement of Confidentiality***.

The files and personal records of each learner will be kept confidential and shall only be shared between Atikokan Literacy Incorporated staff, tutors and the individual learner.

Procedure:

1. No person/agency outside of Atikokan Literacy Incorporated will have access to the confidential information of any learner, without the express permission of the learner. Should the *Statement of Confidentiality* be broken, it will be considered appropriate grounds for disciplinary action and/or dismissal.
2. Employees shall not disclose confidential or classified information to any unauthorized person at any time.
3. If an employee is asked for confidential information, they should refer the questioner to the Executive Director.