

PLEDGE OF CONFIDENTIALITY – EMPLOYEES

As an employee of the Pembina Trails School Division, I acknowledge and understand that I may/will have access to personal information¹ which may include personal health information² about others, including students, the confidentiality and protection of which is governed by *The Freedom of Information and Protection of Privacy Act*, *The Personal Health Information Act*, or any other applicable Acts.

I further acknowledge and understand that the Pembina Trails School Division and Manitoba Education have established written policies and procedures containing provisions for the security of personal records and information in the Division’s possession during its collection, use, disclosure, storage and destruction, provisions for the recording of security breaches and corrective measures to address security breaches.

I acknowledge that I am bound by the policies and procedures established by the Pembina Trails School Division in accordance with these Acts and I am aware that a consequence of breaching these policies and/or procedures is prosecution under these Acts and/or disciplinary action in accordance with Division policy.

Date signed

Signature

Name (please print)

Position

STATUTORY DEFINITIONS

1. **Personal information** means recorded information about an identifiable individual that relates to:

- a) the individual's name;
- b) the individual's home address or home telephone facsimile or email address;
- c) information about the individual's age, sex, sexual orientation, marital or family status;
- d) information about the individual's ancestry, race, colour, nationality or national or ethnic origin;
- e) information about the individual's religion or creed or religious belief, association or activity;
- f) personal health information about the individual;
- g) the individual's blood type, fingerprints or other hereditary characteristics;
- h) information about the individual's political belief or association or activity;
- i) information about the individual's education, employment/occupation or occupational history;
- j) information about the individual's source of income or financial circumstances, activities or history;
- k) information about the individual's criminal history including regulatory offences;
- l) the individual's own personal views or opinions, except if they are about another person;
- m) the views or opinions expressed about the individual by another person, and
- n) an identifying number, symbol or other particular assigned to the individual.

2. **Personal health information** means recorded information about an identifiable individual that relates to:

- a) the individual's health or health care history, including genetic information about the individual;
 - b) the provision of health care to the individual, or
 - c) payment for health care provided to the individual,
- and includes
- d) the PHIN as defined in the *Personal Health Information Act* and any other identifying number, symbol or particular assigned to an individual, and
 - e) any identifying information about the individual that is collected in the course of, and is incidental to, the provision of health care or payment for health care.