

Confidentiality

Policy No. 301

Policy Statement:

Employees of the Archdiocese have access to confidential information. This confidential information is to be used only for the purposes of carrying out their duties.

Procedure:

- a) A supervisor is to inform his or her superior immediately if a breach of this policy has occurred or is alleged to have occurred. Appropriate steps are to be taken as outlined in Policies No. 347 Progressive Discipline and No. 348 Termination of Employment (Culpable).
- b) If an employee is obligated by law and/or the courts to disclose confidential information, the employee must inform his or her immediate supervisor forthwith and the Office of the Chancellor, before disclosing any information.
- c) Failure to follow this policy may result in disciplinary action being taken, up to and including termination of employment.

Refer to Policy:

No. 323 Contract for Employment
No. 907 Protection of Personal Information