



# Royal Roads UNIVERSITY

## Confidentiality Statement

(for use by RRU staff, faculty, temporary staff and contractors)

### Statement:

All confidential information heard, created or accumulated by contractors and employees of Royal Roads University must be used or reviewed on a strict need-to-know basis in the performance of contract or job functions, and must not be disclosed to anyone other than persons authorized to receive it, both during a contract or employment period and beyond it. Recorded information in all formats is covered by this statement.

Confidential information includes, among other examples: business plans; draft reports; research results; legal opinions; et cetera. It also includes the personal information of identifiable individuals. Personal information is defined by the provincial *Freedom of Information and Protection of Privacy Act* (FIPPA) as any information about an identifiable individual excluding employee contact information. Employee contact information is defined as information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual.

Examples are: Student enrolment information; contact information of students, prospective students, contractors, employees, alumni, donors, visitors and other members of the public; photographs of all individuals; educational history of students; birth dates of any individuals; personal opinions as expressed in student essays and discussions; work history of contractors and employees; et cetera.

Personal information must be collected, recorded, corrected, accessed, altered, used, disclosed, retained and removed only in accordance with the Act and University guidelines, and must be maintained in a secure manner.

Contractors and employees who are uncertain whether information is confidential must check with their supervisors and any other appropriate authorities before using and disclosing it. Any suspected violation of the Act or this statement must be reported to appropriate University officials, including the Registrar and Privacy Officer if student data is involved.

Complying with this statement is a condition of employment and / or of contract. Individuals failing to comply may be subject to forms of disciplinary/other action up to, and including, dismissal / termination of contract. They may also be subject to legal action following their employment / contract period with the university.

Further information about the application of this statement may be obtained from the Director of

Human Resources, information about student data may be obtained from the Registrar, and information about FIPPA may be obtained from RRU's Privacy Officer.

I understand and agree to this statement.

Name

Signature:

---

Date:

---