



POLICY 4106

CONFIDENTIALITY AND CONFLICT OF INTEREST

POLICY

Confidentiality, all employees, employees of other agencies working on a school site, or volunteers shall keep confidential, personal information regarding staff, students, families, district operations, or Board business unless permitted under legislation.

1. It is essential that employees recognize their responsibility to ensure confidential information, received as a result of employment with the district, remains confidential. Confidential information is not divulged to anyone other than individuals authorized to receive such information. Disclosure of confidential information may put employees in a position of conflict of School District No. 6 (Rocky Mountain) policies and practices or may be a breach of the public's expectation of privacy as described in legislation.

A breach of confidentiality could result in the discipline of an employee, refusal of services from an outside agency, or refusal to allow access for a volunteer to students, school grounds, school buildings or school activities.

Policy 4106 is supported through other provincial ethics documents, such as, the British Columbia Teachers' Federation Code of Ethics which states:

The member respects the confidential nature of information concerning students and may give it only to authorized persons or agencies directly concerned with their welfare. The member follows legal requirements in reporting child protection issues.

And the British Columbia Teachers' Council Standards for Educators which states:

Educators act ethically and maintain the integrity, credibility, and reputation of the profession.

The Canadian Union of Public Employees describes the roles and responsibilities of Education Assistants and Youth Care Workers:

Follow the guidelines established by the school or district to protect the safety and well-being of children and youth



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Conflict of interest is a delicate one that must be handled with the utmost care and consideration for employees while adhering to an unwavering commitment to high standards of employee conduct including but not limited to the following:

2. District employees have a duty of loyalty to the district as their employer. This duty requires employees to provide services to the best of their ability regardless of their own personal opinion of Board direction or policy. Honesty and integrity of district employees is above reproach and coupled with impartiality in the conduct of their duties. The actions and conduct of employees must be such as to maintain a high public trust and confidence in the district.

The intent of this policy is not intended to conflict with authentic whistleblower cases as contemplated in policy 2800.

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ADOPTED: September 12, 2023

Amended: