

CATEGORY: Staff Recruitment, Orientation and Training	DATE: March 2023
SUBJECT: Confidentiality Policy	REVIEWED: August 2026
APPROVED BY: Shemina Ladak, Executive Director 	

Policy Statement

Centennial Infant and Child Centre (CICC) is committed to protecting the confidentiality and privacy of children, families, staff, volunteers, Board members, and CICC's information.

All staff, volunteers, and Board members are expected to protect confidential information and use it only for legitimate CICC purposes.

Purpose

This policy sets out the responsibilities of staff, volunteers, and Board members when handling confidential information.

Confidential information includes personal and personal health information about children and families, as well as information about staff, volunteers, Board members, donors, partners, and CICC's operations, finances, and affairs.

Confidentiality Requirements

Staff, volunteers, and Board members must:

- Keep confidential information private and secure.
- Access information only when needed for their role.
- Not share confidential information with anyone who is not authorized to receive it.
- Take reasonable care when handling paper, electronic, verbal, photographic, or other confidential information.
- Not discuss confidential information in public places or on social media.
- Follow CICC's procedures for records, privacy, and information security.
- Report any suspected loss, unauthorized access, or disclosure of confidential information to the appropriate CICC representative as soon as possible.

These responsibilities continue after an individual leaves CICC or ends their volunteer or Board service.

Applicable Legislation

CICC will comply with applicable privacy and confidentiality laws, including, where applicable:

- Personal Health Information Protection Act, 2004 (PHIPA);
- Child Care and Early Years Act, 2014 (CCEYA) and applicable regulations; and
- Personal Information Protection and Electronic Documents Act (PIPEDA), where applicable.

CICC will also comply with other applicable laws, regulations, contractual requirements, and professional obligations relating to confidentiality and privacy.

Non-Compliance

Failure to follow this policy may result in disciplinary or other appropriate action, including termination of employment, volunteer service, or Board service.

Confidentiality Policy Acknowledgement

I confirm that I have read and understand the CICC Confidentiality Policy. I agree to protect confidential information obtained through my work, volunteer service, or Board role and to follow the requirements of this policy.

I understand that my confidentiality responsibilities continue after my involvement with CICC ends.

Name: _____

Role: ☐ Staff ☐ Volunteer ☐ Board Member ☐ Student

Signature: _____

Date: _____