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**Smiths Falls Public Library**



Policy Type:

Policy Number:

**Appendix B**

Policy Title: **Employee Confidentiality Agreement**

Policy Approval Date:  
June 21, 2022

Last Review Date:

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1. I will not disclose or make improper use, directly or indirectly, of any confidential information that comes to my attention through my position with the Smiths Falls Public Library to any person; except in accordance with legal requirements. Confidential information is:
    - a. Personal information, as defined in subsection 2(1) of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56 (“*MFIPPA*”) about library users and/or members of the public;
    - b. Personal information, as defined in subsection 2(1) of *MFIPPA* about library employees;
    - c. Information received or discussed in the completion of my work as an employee, including any meeting of the library, unless specifically exempted by the CEO or library board.
    - d. Other information that the library decides is confidential.
  2. I agree that section 1 applies while I am an employee of Smiths Falls Public Library.
  3. I agree that section 1 applies when I am no longer an employee of Smiths Falls Public Library.
  4. I understand that I am protected by whistleblower clauses in legislation and may only breach confidentiality in these cases, and to the appropriate authorities.
  5. I understand that a breach of confidentiality will result in disciplinary action up to and including termination, and that I may be personally named in any legal cases which follow.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Witness: \_\_\_\_\_

Date \_\_\_\_\_