

POLICY # 204

Confidentiality Policy - Board members and employees

Preamble:

Employees of Yukon Montessori School and members of its Board of Directors may have access to and may discuss sensitive information or issues from time to time. Employees and board members are placed in a position of trust by families and students and have a duty to treat any sensitive information or issues in a professional manner. It is in the best interest of the school, and its students and families, that any sensitive information or issues be kept in confidence.

Purpose:

The purpose of this policy is to

- ensure the confidentiality and protection of individual rights of privacy for students, families, and employees of YMS; and
- ensure the confidentiality of sensitive information, issues and decisions discussed by members of the YMS Board of Directors and/or YMS employees

Scope:

This policy applies to the confidentiality of

- information of a personal or sensitive nature in respect of a YMS student, family, or employee;
- HR/employment information;
- reporting and complaints related to workplace harassment;
- YMS financial and business information;
- discussions and decision-making of employees and/or the Board at staff meetings, board meetings or otherwise.

This policy applies to employees and board members.

Definition

Approved by Board on: March 2024

Date for next review: March 2026

For the purposes of this policy, “personal or sensitive nature” means information that is not already lawfully in the public domain or readily available from a public source, and has been shared in a relationship where the person giving the information could reasonably expect it not to be shared with others.

Policy:

An employee or board member who is entrusted with information of a type identified in the scope of this policy in their role as an employee or board member must keep the information confidential.

Information must only be disclosed to other employees or board members as is operationally required.

Information must not be disclosed outside of YMS unless it is operationally or legally required.

Employees must keep confidential any information that is discussed or shared, or that they become aware of, in the context of a staff meeting or other meeting or in the general context of their role as an employee. The confidentiality of such information extends to any employee communications, both verbal and written.

Discussions that occur at meetings of the Board are generally confidential. While agenda items and meeting minutes are public, the deliberations of the Board are not. The confidentiality of board discussions extends beyond board meetings to any other related meetings and any other board communications, both verbal and written.

Employees' and board members' responsibility to maintain the confidentiality of confidential information applies at all times, regardless of how or where the information was obtained. It extends beyond employment at the school/term as a board member.

Employees and board members must be diligent in their efforts to maintain confidentiality and should be aware that violations of confidentiality could result in the potential for civil liability against the individual employee or board member and the school.

Procedures:

For Employees:

All employees must sign a statement that they have read and understood the Confidentiality Policy at the beginning of their employment.

Any employee who violates the Confidentiality Policy will be subject to disciplinary action, which may include termination. In addition to job-related consequences, the employee may face possible civil liability for their actions.

For Members of the Board of Directors:

All board members must sign a statement that they have read and understood the Confidentiality Policy at the beginning of their term as board member.

Any board member who violates the Confidentiality Policy will be subject to disciplinary action including, but not limited to, mandatory training, possible termination as a board member and legal action if required.