

	The School Community PRO VI-C-1
STRAIT REGIONAL SCHOOL BOARD <i>Excellence in Lifelong Learning</i> PROCEDURES	Community Relations Volunteers in the School
	Adopted: April 14, 2004 Received: August 5, 2015
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Appendix F: Confidentiality Agreement

Introduction

Privacy and the protection of confidential and personal information is a serious issue and one of which all employees and volunteers need to be aware when undertaking their role with the Strait Regional School Board. Failure to do so can have legal ramifications. Employees and volunteers also need to be aware that confidentiality still applies after employment and volunteerism with the Board ceases.

Definitions

For the purposes of this agreement, the following definitions apply:

“Employee” means a person employed by, or in an employee-like relationship, with the Strait Regional School Board.

“Board” means offices, schools and work sites of the Strait Regional School Board.

“Supervisor” is the person to whom the employee or volunteer reports.

“Volunteer” is an individual, who is not an employee of the Strait Regional School Board, and who interacts with students or groups of students as defined in the Volunteers in the School Policy VI-C-1.

‘Confidential information’ means:

- (a) or an opinion about an individual whose identity is apparent or can be reasonably ascertained from the information or opinion whether true or not. That is, information which allows an individual to be identified; or
- (b) any information that the Strait Regional School Board specifies as confidential; or
- (c) any information not on the public record and not available upon request.

Confidential information can appear in any form and be recorded on any medium, including but not limited to:

- (b) Written records
- (c) Electronic records
- (d) Social media
- (e) Information conveyed verbally

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In accordance with Section 3(1)(i) of the Freedom of Information and Protection of Privacy (FOIPOP) Act, “personal information” means recorded information about an identifiable individual, including:

- i. the individual’s name, address or telephone number,
- ii. the individual’s race, national or ethnic origin, colour, or religious or political beliefs or associations,
- iii. the individual’s age, sex, sexual orientation, marital status or family status,
- iv. an identifying number, symbol or other particular assigned to the individual,
- v. the individual’s fingerprints, blood type or inheritable characteristics,
- vi. information about the individual’s health-care history, including a physical or mental disability,
- vii. information about the individual’s educational, financial, criminal or employment history,
- viii. anyone else’s opinions about the individual, and
- ix. the individual’s personal views or opinions, except if they are about someone else.

This agreement has been developed by the Strait Regional School Board to ensure that you understand your responsibilities. If you do not understand any part of this document or if you have uncertainties about its interpretation, you should discuss the matter with your Supervisor or designate. **Please read the Confidentiality Undertakings carefully.**

Confidentiality Undertakings

- i. I will comply with the legislation, policies and procedures of the Strait Regional School Board relating to confidentiality.
- ii. The employee and/or volunteer regards as confidential, and does not divulge other than through professional channels any information of a personal or domestic nature concerning either students or their home environment, obtained through the course of his/her professional and/or volunteer duties.
- iii. I will not disclose confidential information to any third party without the prior permission of the Strait Regional School Board.
- iv. I will not copy or remove original files, forms or other confidential documents from offices, schools and work sites of the Strait Regional School Board.
- v. I understand that my obligations under this Agreement continue to have full force and effect when I am no longer an employee or volunteer of the Strait Regional School Board.

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THIS AGREEMENT is made on the _____ day of _____ 20__

BETWEEN

STRAIT REGIONAL SCHOOL BOARD

AND _____

SIGNED for and on behalf of the **STRAIT REGIONAL SCHOOL BOARD**

INSERT NAME and TITLE

Date

Declaration

I declare that I have read this confidentiality agreement and understand my responsibilities regarding the privacy and the protection of confidential and personal information. I understand that a breach of this agreement may impact on the right to privacy of an individual or Board and may lead to legal and/or disciplinary proceedings.

SIGNED by _____
Signature of Volunteer or Employee

Date

In the presence of

Signature of Supervisor

Date

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Appendix G: Volunteer Concern Protocol

It is essential that all steps in this process are completed in sequence with the aim of resolution at the school level whenever possible.

1. The Strait Regional School Board believes that problem-solving begins at the school level. The volunteer must first discuss the issue with the school administration.
2. The volunteer and school administration should make every effort to resolve matters at the school level.
3. When the school administration becomes involved, he/she must provide a response, in writing, to the volunteer outlining the recommendation and rationale for the school decision. Please refer to the attached Principal Response to the Volunteer Concern on Page 22.
4. In instances when a volunteer is not satisfied with the written response from the school administration, he/she should direct the issue in writing, within 30 days, to the Strait Regional School Board by completing the Volunteer Concern Reporting Form on Page 20.
5. Written volunteer concerns will not be processed if the required, preceding steps and written documentation at the school level have not been completed.
6. The Superintendent of Schools will review each Volunteer Concern and request that the Director of Human Resources/designate lead the response to the volunteer. Several Directors may be involved in responding to the volunteer concern in a collaborative manner in order to fully address all aspects of the volunteer concern.
7. Upon receipt of the Volunteer Concern Reporting Form, the Director of Human Resources/designate will notify the school administration and the local school board member of the volunteer concern. In addition, issues that relate to African Nova Scotia or First Nations communities shall also be discussed with the respective school board member.
8. Within ten (10) business days of receiving the Volunteer Concern Reporting Form, the Director of Human Resources/designate will process the written volunteer concern, confer with the volunteer and school administration and provide a written response to the volunteer.
9. If the volunteer does not agree with the written response of the Director of Human Resources/designate, the issue may be appealed, in writing, within ten (10) business days of receiving the decision of the Director of Human Resources/designate, to an Appeals Committee consisting of the Superintendent of Schools and two Board Members. Please use the attached Volunteer Notification of an Appeal of a Concern on Page 23. The request must include a timeline, the reason for an appeal and the expected resolution.

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Volunteer Concern Reporting Form

Confidential

School: _____ Principal/Designate: _____

Name of Volunteer _____

Address: _____ Postal Code: _____

Telephone No.: _____

Summary of Concern (Please add separate sheet if more space is required):

Date/Particulars of Concern:

Date/Particulars of Volunteer Consultation with the School Administration:

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Date/Particulars of Written Principal Response, with letter attached (Principal Response to the Volunteer Concern):

Signature of Volunteer: _____ **Date:** _____

Please fax, mail or email (PDF format) this signed form to:

Superintendent of Schools
 Strait Regional School Board
 16 Cemetery Road
 Port Hastings, NS B9A 1K6
 Fax: 902-625-2281; srsb@srsb.ca

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Principal Response to the Volunteer Concern

Confidential

School: _____ Principal/Designate: _____

Name of Volunteer _____

Address: _____ Postal Code: _____

Telephone No.: _____

Summary of Concern (Please add separate sheet if more space is required):

Date/Particulars of Concern:

Actions Taken by the Principal:

Signature of Principal: _____ **Date:** _____

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VOLUNTEER NOTIFICATION OF AN APPEAL OF A CONCERN

Confidential

School: _____ Principal/Designate: _____

Name of Volunteer _____

Address: _____ Postal Code: _____

Telephone No.: _____

DATE OF WRITTEN RESPONSE TO VOLUNTEER CONCERN: _____

Please include a timeline, the reason for the appeal and expected the resolution:

Signature of Volunteer: _____ **Date:** _____

Please fax, mail or email (PDF format) this signed form to:

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 Port Hastings, NS B9A 1K6
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