

Title	Confidentiality		
Classification	Administrative	Oversight & Responsibility	Office of the VP &CFO; Human Resources
Category	Information Management & Technology	Effective Date	2006 Jan 01
Approval	Executive	Policy No	1034

This policy is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements and terms of employment.

NOTE: The most up-to-date versions of our policies are posted on the policy & procedure website. If you've printed this policy, check the website to be sure you have the current version.

Statement

All confidential information heard, created or accumulated by contractors and employees of Royal Roads University must be used or reviewed on a strict need-to-know basis in the performance of contract or job functions, and must not be disclosed to anyone other than persons authorized to receive it, both during a contract or employment period and beyond it. Recorded information in all formats is covered by this policy.

Confidential information includes, among other examples: business plans; draft reports; research results; legal opinions; et cetera. It also includes the personal information of identifiable individuals. Personal information is covered by the provincial *Freedom of Information and Protection of Privacy Act (FOIPOP Act)* in addition to this policy.

Examples are: learner enrolment information; contact information of learners, prospective learners, contractors, employees, alumni, donors, visitors and other members of the public; photographs of all individuals; educational history of learners; birth dates of any individuals; personal opinions as expressed in learner essays and discussions; work history of contractors and employees; et cetera.

Personal information must be collected, recorded, corrected, accessed, altered, used, disclosed, retained and removed only in accordance with the *Act* and University guidelines, and must be maintained in a secure manner.

Contractors and employees who are uncertain whether information is confidential must check with their supervisors and any other appropriate authorities before using and disclosing it. Any suspected violation of the *Act* or this policy must be reported to appropriate University officials, including the Registrar if learner data is involved.

Individuals failing to comply with this policy may be subject to forms of disciplinary/other action up to, and including, dismissal / termination of employment. They may also be subject to legal action following their employment with the university.

Further information about the application of this policy may be obtained from the Director of Human Resources, information about learner data may be obtained from the Registrar, and information about the *FOIPOP Act* may be obtained from the FOI Officer.

Related Documents and Information

Related RRU policies

- [Freedom of Information and Privacy](#)
- [Information Security](#)
- [Personal Information of Applicants and Students](#)
- [Privacy](#)

Related Other Sources

- [Freedom of Information and Protection of Privacy Act, RSBC 1996, c.165 and regulations](#)

Review and Revision History

Date	Action
2006-Jan-01	Approved by Executive; current published version
2021-Oct-12	Transfer to new template – no content change
Next Review	
2009-Jan-01	For review