



OATH OF CONFIDENTIALITY

Policy Statement

Staff, providers, volunteers and students of Kawartha Child Care Services will keep confidential all information concerning the Board of Directors, officers, members, staff, providers and clients as stated in the Privacy policy.

Procedure

1. All personal information obtained during provision of service or for employment, contract or to volunteer shall be treated as confidential.
2. Employees' personal information may only be released with written consent using the *Personal Information: Staff Consent* form.
3. Directors will sign the *Oath of Confidentiality* form annually.
4. Staff, providers, volunteers and students will sign the *Oath of Confidentiality* form during orientation.
5. Where a staff, provider, volunteer or student is deemed to have violated the Oath of Confidentiality policy, Kawartha Child Care Services may take action depending on the severity of the violation.