

AP 603 - Pledge of Confidentiality

Human Resources / Personnel Administrative Procedure 603

PLEDGE OF CONFIDENTIALITY

As required under the *Personal Health Information Act*, the Portage la Prairie School Division must ensure that each employee signs a "Pledge of Confidentiality". Such Pledge includes an acknowledgment that the employee is bound by the Division's policies and procedures containing provisions for the security and personal health information during its collection, use, disclosure, storage, and destruction.

Accordingly, each employee of the Division shall be provided with appropriate orientation on the policies and procedures and shall sign the <u>Pledge of Confidentiality</u>.

The Personal Health Information Act, (M.R. 245/97)

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