

## **Oath of Confidentiality & Acknowledgement of Privacy Obligations**

I, \_\_\_\_\_, an employee of Rural Municipality of Piney, agree not to disclose information of any nature or kind that comes to my knowledge respecting or relating to personal information, internal policies and items under any legal proceedings unless required by law. I acknowledge that this oath shall remain in force and effect during my employment with Rural Municipality of Piney, and after my employment with the Rural Municipality of Piney has ended.

I acknowledge that all sensitive information and material which I have in my possession or of which I am cognizant, must be handled in the following manner to ensure that it will never fall into unauthorized hands:

a) sensitive records or material must not be taken outside the confines of the office without the approval of the CAO;

b) all information and material arising out of Rural Municipality of Piney work is the property of Rural Municipality of Piney, and must be kept in accordance with the provisions of (a) above. It must never be retained in an employee's possession on termination of service with Rural Municipality of Piney, and;

c) all records and material in the possession of an employee must be turned into the CAO of Rural Municipality of Piney prior to an employee's termination.

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### Note:

"Records" means correspondence, memoranda or other papers, books, maps, plans, photographs, films, microfilms, sound records, tapes, computer diskettes or other information/image bearing material regardless of physical form or characteristics that are made, received or preserved by any employee of Rural Municipality of Piney.

"Material" means equipment, apparatus and supplies.

I have read, understand and agree to be bound by the Rural Municipality of Piney:

- Municipal Employee Code of Conduct

I acknowledge that I have read the foregoing instructions concerning the handling of Rural Municipality of Piney sensitive information and material and that I am fully aware of my responsibility of protecting any sensitive materials with which I am entrusted as a consequence of my employment with Rural Municipality of Piney. I am aware that a breach of these instructions could result in immediate dismissal.

I understand that this acknowledgement will be retained on my personnel file. I understand and consent to the use of this acknowledgement for the purposes of monitoring compliance with workplace policies.

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Employee Signature

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Print Name

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Date

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Witness Signature

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Representative of Rural Municipality of Piney  
Signature