

TITLE: Client Confidentiality	SECTION: Human Resources
DATE: August 12, 2010	POLICY NO. KDSB-HR-I-09
APPROVED BY: Resolution #2010-96	REVISED:

1. POLICY STATEMENT

Kenora District Services Board (KDSB) employees will recognize the individual's right to privacy when he/she becomes a client of one of KDSB's services and/or programs.

2. POLICY

Each client's right to access his/her records is determined by the applicable legislation. The client has the right to protection of all information contained therein.

Confidentiality extends to all information KDSB personnel and their contracted service providers acquire in the exercise of their duties. It extends to the nature of the client's personal, familial, health and financial situation and circumstances, and everything the client discloses with a view to giving a better understanding of their problems and/or circumstances. Even the knowledge that the client is known to KDSB is confidential.

None of this information is to be divulged except as needed for KDSB purposes and as provided and/or prescribed by law.

Any misuse of this information shall be considered a breach of confidentiality and shall be reported to the Chief Administrative Officer immediately. Disciplinary action shall be taken and may include termination of employment.

Implementation of Processes and Procedures

The Chief Administrative Officer shall ensure that appropriate Directives detailing processes and procedures are issued and maintained to implement and carry out the intent of this policy.