
Policy Section:	Governance
Policy Title:	Confidentiality of Information
Policy Number:	RCJTC P.08.08
Date Published:	November 11, 2013
Date Reviewed:	March 3, 2014
Year of Next Review:	

8. CONFIDENTIALITY OF INFORMATION

- 8.1** Confidential information acquired by staff and/or members of the Board of Directors of the Renfrew County Joint Transportation Consortium in the course of their regular business shall not, unless required by law, be divulged, disclosed or communicated to any person, firm, corporation or organization, except where such disclosure is necessary for the efficient and effective provision of transportation services.
- 8.2** This policy shall govern the use of confidential information – collection, storage, use, access, distribution, and destruction of information – in accordance with the statutory duties and responsibilities provided in this policy and applicable legislation. It pertains to but is not limited to staff, students, transportation providers and their staff.
- 8.3** Confidential information shall include staff, vendor & student information and any/all information provided by member school boards to the Renfrew County Joint Transportation Consortium in order to facilitate the provision of transportation services.
- 8.4** The General Manager shall ensure that external service providers and member school boards are bound by confidentiality provisions in their service agreements with the Renfrew County Joint Transportation Consortium.

Related RCJTC Policy

P.05 Employee Policy

Related RCJTC Administrative Procedures

AP.08.08 Confidentiality of Information Procedure