

## **1.0. School Administration**

### **1.A. General**

#### **1.A. PLEDGE OF CONFIDENTIALITY**

##### **Policy Reference: EL-1.2**

Each employee in Lakeshore School Division is required to sign a Pledge of Confidentiality.

Before this pledge is executed, the employee must be provided with a copy of the Divisions Records Management Policies to Protect Personal Health Information and Procedures by way of an orientation session.

Signing this pledge is an acknowledgement that he/she is bound by the policy and procedures referred to in section 2 and is aware of the consequences of breaching them (PHIA, Section 7).

Employees should be aware that personal health information may include information stored in the pupil support file (e.g. psychologist, speech-language pathologist, social worker & counselor reports), as well as information required for health care plans.

Reference: Forms 8.0