

Confidentiality Policy

1. This policy operates alongside, and is to be read in conjunction with, the Association's policies on documents management and the protection of personal information.
2. The Association's Administrative Officer is responsible for the administration of this policy. In particular, the Administrative Officer shall draw it to the attention of all Agents.
3. In this policy, "Agent" includes any employee, director, officer, committee member or other person performing services for the Association.
4. After they are elected or appointed, Agents shall sign a document acknowledging that the following matters are confidential: a) negotiations and the development of negotiating positions, b) personal information, c) personnel matters, d) grievance matters, and e) other matters explicitly identified by the President as being confidential.
5. During collective bargaining negotiations, each Agent must accept that the duty of confidentiality, and of circumspection when asked about negotiations, is critical to the successful outcome of the negotiations.
6. The Chair of a meeting of the Board of Directors or a UWOFA committee may declare that a particular matter is confidential. Those attending such a meeting have a duty of confidentiality in these circumstances.
7. A Member who becomes aware of a possible breach of confidentiality shall bring this to the attention of the Administrative Officer or an Officer of the Association. The Executive Committee shall determine what action to take in response.
8. When a meeting of Members, including a meeting of the Members of a Bargaining Unit, is closed to the press or to non-members, the Members present shall be informed that the information to be imparted can and should be discussed with other Members but that it would be inappropriate to discuss this information more widely.

Approved:
Board of Directors – February 26, 2018