

Employee Handbook	Authority: Approved by Council	Type: Employee
	Effective date: December 12, 2018	Revised date: December 12, 2018
	Policy No. 300-30 Proprietary Information, Privacy, and Protection of Personal Information	

Town of Lampman No. 34

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December 12, 2018

1. Proprietary Information and Privacy

- 1.1. Employees of the Town of Lampman may have access to and be privy to specific confidential information and documentation regarding the past, present or future affairs of the Town of Lampman, its ratepayers, contractors, the general public, service providers or other employees.
- 1.2. Employees are expected to keep all information confidential and follow the rules outlined in the Saskatchewan Privacy Act.
- 1.3. Any business information and documentation is the sole property of the Town, both during the term of employment and afterward.
- 1.4. If you have any questions about privacy or proprietary information, please consult management.

2. Protection of Personal Information

- 2.1. The Town of Lampman abides by all applicable provincial and federal privacy legislation.
- 2.2. The Town of Lampman will be collecting, using and disclosing personal employee information related to an employee's employment for the purposes of establishing, managing or terminating the employee's employment. This information will be used for the following purposes:
 - a) Determination of suitability for hire, promotion, demotion, discipline, assignment, transfer, retention, and discharge;

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- b) Administration of compensation, benefit and expense reimbursement programs, including recording and determining eligibility for such programs;
- c) Measurement and management of business and personal performance and productivity;
- d) Compliance with legal obligations, including, but not limited to, employment standards, labour relations, human rights, workers compensation, pension, health and safety, environmental, taxation and other statutory and common law obligations;
- e) Compliance with company policies.

Document Revision History:

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