

**Effective Date:** May, 2018

Employees and volunteers will not disclose any information pertaining to National accessArts Centre that has been shared with them in confidence.

Employees and volunteers will not disclose personal information revealed by an Artist or a collateral source to a staff member in the course of applying for, receiving or terminating services from National accessArts Centre.

Permission from the Minister or his authorized designate is required to enable a staff member to disclose Artist Information obtained from PDD.

Staff members have a duty to protect the confidentiality of Artists' information shared with the staff member in the context of the professional relationship. (See Policy 2.6, 2.8, 2.9)

**Procedure:**

- National accessArts Centre asks staff members to demonstrate their commitment to confidentiality by signing the 'Commitment to Confidentiality' form as part of their orientation and at annual performance reviews. Signed and witnessed forms will be maintained in the employee personnel files.
- Staff member receive orientation to the release of information from their personnel files and the consenting process.
- Performance reviews evaluate the staff member's commitment to confidentiality on an ongoing basis.

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The Alberta Freedom of Information and Protection of Privacy Act and the Abuse Prevention and Response Protocol will apply in all activities of National accessArts Centre.

As a participant in activities of National accessArts Centre, I agree to conduct myself in a professional manner, respecting the individual rights to privacy of all Artists and staff members. I agree to keep confidential all matters of a private and/or personal nature to which I become privy and will not share any such information to individuals outside of National accessArts Centre without prior permission of the person or persons involved.