

UPEI Faculty Association Executive Committee and Staff Confidentiality Policy

In the regular discharge of their responsibilities, Executive Committee members and Staff of the Association will have access to information that is confidential and/or proprietary. As such, all Executive Committee members and Staff shall, at the commencement of their term of office or employment, sign the Confidentiality Statement appended to this policy. Signed Confidentiality Statements shall be kept on file in accordance with the Records and Information Management Policy.

I. Process

- i. Staff shall submit signed Confidentiality Statements prior to commencement of employment.
- ii. UPEIFA Staff shall send Confidentiality Statements agreements to Members who are elected to serve on the Executive Committee.
- iii. Signed Confidentiality Statements shall be sent to, filed, and tracked by the Office Manager.
- iv. Members shall only be invited to meetings and added to shared drives, where applicable, after their Confidentiality Statement has been received by the Association.

II. Related Policies

- UPEIFA Grievance Handling Policy
- UPEIFA Member Representation Policy
- UPEIFA Personal Information and Privacy Policy
- UPEIFA Records and Information Management Policy

III. Appended Documents

- Executive Committee and Staff Confidentiality Agreement

UPEIFA Executive Committee and Staff Confidentiality Statement

Purpose

This statement documents the responsibilities of members of the UPEI Faculty Association Executive Committee and staff to protect the confidentiality of UPEIFA business and to disclose any business or personal relationship that may present a conflict of interest.

Confidentiality and Conflict of Interest Disclosure Statement for UPEI Faculty Association Executive Committee and Staff Members

I realize that I will gain access to information that is confidential and/or proprietary during the time that I serve on the UPEIFA Executive Committee or as an employee of the UPEIFA. This includes, but is not limited to, information regarding grievances, discussions pertaining to particular individuals, performance evaluations of UPEIFA staff, consultations with the Bargaining Committee, discussions about UPEI business with university administrators, and all matters on the agenda of a UPEIFA Executive Committee meeting. UPEIFA Executive Committee meetings are wholly confidential; however, discussion of matters in other meetings, and outside of meetings may also involve confidential information.

Since confidential information is involved in the business of the UPEIFA, and because the UPEIFA has the obligation to protect such information, I agree that I will not use, relay, publish or disclose such information during or subsequent to my participation in, or employment by, the UPEIFA, except in accordance with the UPEIFA Confidentiality Policy, the UPEIFA Personal Information and Privacy Policy, the UPEIFA Grievance Handling Policy, the UPEIFA Member Representation Policy and any other related policies.

Furthermore, I understand that I have an obligation to disclose and appropriately manage any potential, perceived, or actual competing interest or conflict of interest as defined by Article A6 of the Collective Agreement and any applicable university Policy, as they would apply to the business of the UPEIFA.

For a member of the UPEIFA Executive Committee, disclosure of confidential information would be a breach of the UPEIFA Personal Information and Privacy Policy, and could be grounds for removal from office under Bylaw Article 13.14 For an employee of the UPEIFA, disclosure of confidential information could be cause for discipline up to and including dismissal for just cause.

I hereby certify that I have read, understand and agree to abide by this agreement, the documents and policies it refers to, and the UPEIFA Bylaws.

Name _____ Signature _____

Position _____ Date _____