



## LAC LA BICHE COUNTY PROCEDURE

TITLE: Confidentiality Standard Operating Procedure

PROCEDURE NO: CS-03-014-10

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014 AMENDMENT DATE:

### 1.0 Specific Objectives

Employees must understand that if County customer information and proprietary material are not effectively protected, the production and operations of the County may be threatened and the County may suffer significant and irreparable losses as a result.

### 2.0 Classifications of Confidential Information

Upon hire, all employees are required to sign an Official Oath of Confidentiality. This Oath, together with the provisions of the FOIPP Act and Municipal Government Act, binds employees from disclosing information respecting administrative or other matters which Lac La Biche County considers to be confidential.

Employees should refrain from discussing information that is unrelated, personal, or unauthorized when citizens are present, and should not leave confidential information in open view.

All employees are required to keep all proprietary information of both the County and its customers confidential, both during and after their term of employment. The following is classed as confidential information:

- County marketing plans and campaign strategies
- County customer lists
- Project management data
- Technical management
- Product development
- Pricing methods
- Quality management methods
- Investment plans
- Operation rules
- Commercial network
- Supply chain information
- Human resource planning
- County data dictionaries
- County financial information, status and statements
- Object code and source code to County software
- Any information, or documentation labelled “Confidential” by the County, or listed as such by separate memorandum, or e-mail that informs of confidential status

- Any information pertaining to customers
- Information licensed by Lac La Biche County to customers under a confidentiality restriction
- Solicitor/client information

*Any information relating to the County that is freely in the public domain may not be considered “Confidential”. In the event that an employee can prove that information was possessed before it was received from the County, or that information was gained from an unrelated third party, said information will not be classified as “Confidential”.*

### **3.0 Procedures**

#### **3.1 Return of County Property**

Upon termination of employment with Lac La Biche County, employees shall promptly return (without duplicating or summarizing), any and all material pertaining to the County’s business in their possession including, but not limited to: all customer lists, physical property, documents, keys, electronic information storage media, manuals, letters, notes and reports.

#### **3.2 Nondisclosure**

In working for Lac La Biche County, employees shall not divulge, disclose, provide or disseminate confidential information to any third party not employed by the County at any time, unless Lac La Biche County gives written authorization. Furthermore, confidential information shall not be used for any purpose other than its reasonable use in the normal performance of employment duties for Lac La Biche County.

#### **3.3 Intellectual Property**

Any work of the employees that they have created, or assisted in the creation of, at the behest of the County including but not limited to: software, user manuals, training materials, and any written or visual work constitute works made for hire, and that Lac La Biche County therefore holds the copyright to the said works. Employees cannot reproduce or publish these copyrighted works, unless it is necessary to comply with normal employment duties.

#### **3.4 Inventions**

- a) Any inventions, discoveries, technology or ideas developed by employees while performing work assigned by the County are owned by Lac La Biche County.
- b) Employees must sign all assignments and documents requested by the County intended to establish ownership of the invention, discovery, technology or idea.
- c) Employees must permit the County to obtain and retain patents, copyrights, trademarks and other indications of ownership without any further claim towards the discovery, technology, invention, or idea.
- d) If an employee has developed any technology, invention, discovery or idea prior to employment with the County, he/she is required to report, and claim ownership of it before his/her employment begins.

#### **4.0 Injunctive Relief**

Should the employee breach this SOP, they understand that their employment is subject to immediate discipline, up to and including dismissal, and that the business would suffer irreparable harm, and that legal action may be inadequate in recouping the losses incurred. Employees agree that in the event of a breach, or threatened breach of this agreement, the County is entitled to injunctive relief or a ruling of specific performance of this agreement, as well as any other solutions available under law, and without the necessity to prove irreparable harm or special damages.

#### **5.0 Legal Compliance**

The provisions of this procedure and related policy are subject to any federal, provincial or local laws that may prohibit or restrict their applicability.

“Original Signed”  
Chief Administrative Officer

November 8, 2013  
Date