

FORT LA BOSSE SCHOOL DIVISION

TITLE – **SCHOOL DIVISION RECORDS MANAGEMENT* POLICY - EHBA-E**

Approval Date - 21/08/07

Cross Reference -

Resolution # - 282/07

Implementation - 21/08/07

Legal Reference -

Last Reviewed - 27/10/08

PLEDGE OF CONFIDENTIALITY

As an employee of Fort La Bosse School Division, I acknowledge and understand that I may/will have access to personal health information (statutory definition attached) about others, including students, the confidentiality and protection of which is governed by The Personal Health Information Act (the Act).

I further acknowledge and understand that the School Division has established written policies and procedures containing provisions for the security of personal health information in the Division's possession during its collection, use, disclosure, storage and destruction; provisions for the recording of security breaches; and corrective procedures to address security breaches.

I further acknowledge that I have been provided orientation and that I have received or will receive ongoing training about these policies and procedures.

I acknowledge that I am bound by the policies and procedures established by the School Division in accordance with the Act and I am aware that a consequence of breaching them is prosecution under the Act, and/or disciplinary action.

(Date signed)

(Signature)

(Print name and position – Teacher, E.A., etc.)

