

Peace River School Division Confidentiality and Privacy Pledge

I understand that in the course of my employment and/or volunteer work with Peace River School Division (PRSD), I may access or become aware of information relating to the Division's operations, students, parents/guardians, or staff that are considered personal or confidential under Alberta's privacy legislation.

I acknowledge that PRSD is subject to Alberta's *Protection of Privacy Act* (POPA) and *Access to Information Act* (ATIA), and that the collection, disclosure, and retention of personal and confidential information must comply with these Acts and any related Division policies or procedures.

I agree that I will not, without due authorization, disclose, share, copy, or otherwise make known any confidential or personal information that comes into my knowledge by reason of my employment or volunteer work, either during my service with PRSD or after it ends.

I understand that:

- My access to personal or confidential information is limited to what is necessary to perform my assigned duties ("need-to-know" basis).
- Unauthorized access, disclosure, copying, modification, or misuse of information is a serious breach of duty and may violate POPA, ATIA, and PRSD policy.
- Such actions may result in disciplinary measures, up to and including termination of employment or contract, and/or termination of my volunteer role.

I further understand that any privacy breaches must be reported immediately to my supervisor or to the Secretary-Treasurer accordance with the Division's privacy and information management procedures.

Date

Printed Name

Signature

Adopted/Revised/Reviewed: OCT 2025