

Human Resources Manual Directive 201: Confidentiality Oath or Affirmation

#### CONFIDENTIALITY OATH OR AFFIRMATION

# PURPOSE

1. This directive describes the confidentiality requirements for all Government of Nunavut (GN) employees.

### APPLICATION

2. These guidelines and procedures apply to all GN employees.

### DEFINITION

3. **Code of Values and Ethics** is the Nunavut Public Service Code of Values and Ethics.

### PROVISIONS

- 4. The Code of Values and Ethics for the Nunavut public service states that public servants must ensure that they understand the confidentiality requirements of their positions and are cautious in disclosing information while employed and post-employment.
- 5. Adherence to the Code of Values and Ethics and the Oath or Affirmation of Office and Secrecy (the Oath) are conditions of employment in the public service of Nunavut.
- 6. The *Public Service Act* requires every public servant to take the following Oath which is set out in the Schedule to the *Public Service Regulations:* 
  - I, \_\_\_\_\_, swear or solemnly affirm that I will faithfully and (name of employee)

honestly fulfil the duties that devolve upon me by reason of my employment in the public service of Nunavut and that I will not, without due authority, disclose or make known any matter that comes to my knowledge by reason of such employment. (*Add, in the case where an oath is taken, "*So help me God" *or equivalent phrase.*)

7. The Oath is administered by the hiring department and the original signed document must be inserted into the employee's personnel file.



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- 8. The Code of Values and Ethics must be provided to all employees of the GN with their offer of employment. All GN employees must acknowledge, in writing, that they have received the Code of Values and Ethics and accept it as a condition of employment.
- 9. The confidentiality restrictions associated with the Oath do not limit employees, such as communications staff, from making public statements in carrying out the responsibilities of their jobs.

10. Confidential information includes, but is not limited to:

- information on clients from the health, family services and education systems;
- information on clients accessing government support systems such as business loans and economic development advice; and
- information that is not available to the public.
- 11. Some examples of breaching confidentiality are:
  - sending mass emails containing confidential information such as names of clients;
  - having conversations in public places with co-workers about clients and discussing their personal information; or
  - leaving client or other confidential information open on your work space where it can be read by other co-workers or members of the public.
- 12. Failure to comply with the Oath and/or Code of Values and Ethics could result in disciplinary action up to and including dismissal.
- 13. Public servants must not reveal confidential information obtained during their employment, post-employment.

# AUTHORITIES

- 14. Public Service Act, S.N. 2013, c. 26
- 15. Public Service Regulations, s. 51: Schedule
- 16. Code of Values and Ethics

# CONTACTS

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