

TIPS ON CONFIDENTIALITY FOR SUPERVISORS

PIDA has strict confidentiality requirements. As a supervisor, you will have access to sensitive information when employees come to you for advice or to report wrongdoing. This information can only be shared in accordance with section 6 of PIDA.

The tips below are to assist you in determining what information to keep confidential. Your organization may issue its own tips. Seek support about your role from the Designated Officer in your organization.

WHY THE SECRECY?

Confidentiality is important because it:

- Protects the employee from reprisal
- Protects the privacy of the alleged wrongdoer during the investigation
- Encourages employees to speak up about wrongdoing by creating a safe environment

WHEN CAN I SHARE PIDA INFORMATION?

If an employee reports wrongdoing to you, you must take that information to your Designated Officer.

TIPS

- If an employee comes to you for advice, do not share their identity. Only tell the Designated Officer their identity if the employee chooses to report wrongdoing.
- If you need help responding to a request for advice, you can ask your Designated Officer while keeping the employee's identity confidential.
- Typical information-sharing practices do not apply to PIDA. Do not share the identity of employees who have reported wrongdoing under PIDA with anyone other than the Designated Officer, not even human resources or your manager.
- Hold conversations related to PIDA in private. Other people should not overhear requests for advice or reports of wrongdoing.
- Keep notes, files, emails and electronic documents secure. Be careful not to leave any confidential information in a shared location.

ARE THERE ANY EXCEPTIONS TO MY OBLIGATIONS OF CONFIDENTIALITY?

Under PIDA, you can share personal information that is included in a report of wrongdoing for the purposes of the Act. That means you can share the information contained in the disclosure with the Designated Officer, but not anyone else.

You can only share information that could reveal the identity of an employee who seeks advice or reports wrongdoing in the following circumstances:

- If the employee has given you permission in writing;
- For the purposes of PIDA;
- For another lawful purpose, such as to prevent serious risk of harm; or
- The personal information has previously been lawfully published.

MORE INFORMATION

Contact your Designated Officer for more information about your responsibilities under PIDA.

