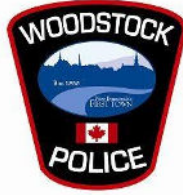


Woodstock Police Force

Standing Order

Date: June 9 th , 2023	Standing Order: 2023-007
Subject: Confidentiality Policy	
Link to Supporting Documentation:	
Good day. The following Confidentiality Policy will come into effect immediately. During employment with Woodstock Police Force (“WPF”), employees are privy to secret or confidential information that is not generally known. During and following the term of employment, employees must agree not to disclose any such secret or confidential information or information which in good faith and in good conscience ought to be treated as confidential, which becomes known in the course of employment. A PDF version has been saved to WPF “TrueNAS U” drive /wpfshare /WPF POLICIES. With thanks,	
Approval – G. Forward, Chief of Police	Date: 9 June 2023
Signature: <i>G. Forward</i>	

Woodstock Police Force
822 Main Street
Woodstock, NB
E7M 2E8



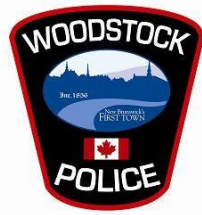
Phone: (506) 325-4601
E-mail: wpfadmin@nbpolice.ca

Subject: Confidentiality	
Policy Number: 2023-005	
Effective Date: June 9th, 2023	Next Review Date: June 9th, 2026
Area(s) This Policy Applies to: All Staff	Office Responsible for Review of this Policy: Chief of Police or Designated Agent
Related Instruments:	Policy Sponsors: Chief of Police
	Document Pages (including Title Page): This document consists of 3 pages

Revision History:

Woodstock Police Force Date of Passage of Current Framework: <u>June 9th, 2023</u> I certify that this Policy was adopted by Woodstock Police Force as indicated above.

Date Created: June 6th, 2023	Woodstock Police Force Approval Date: June 9th, 2023	Contact: Gary Forward, Chief of Police
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1. POLICY STATEMENT:

During employment with Woodstock Police Force (“WPF”), employees are privy to secret or confidential information that is not generally known. During and following the term of employment, employees must agree not to disclose any such secret or confidential information or information which in good faith and in good conscience ought to be treated as confidential, which becomes known in the course of employment.

2. EMPLOYEE EXPECTATIONS:

All employees are expected to comply with the following:

1. Not to disclose directly or indirectly to any unauthorized person without prior written permission from WPF at any time during or after employment any knowledge or information which is acquired as a result of fulfilling duties for WPF. Such information is to be treated in strictest confidence.
2. That all records, files, drawings, tapes, documents and the like relating to the business, work, or investigations of the WPF and prepared, used, or possessed by an employee, or under employee control, during the term of employment shall be and remain the sole and exclusive property of WPF or its nominee.
3. Prior to leaving employment with WPF, the employee will deliver promptly to WPF, all records, electronic devices, cell phones, all electronic or paper files, drawings, tapes and documents in his/her/their possession.
4. The employee will not enter into any agreement or obligation to others which would be in conflict with the foregoing.

Chief of Police

Date

Deputy Chief