



# ETHICS AND CONFIDENTIALITY

School District No. 38 (Richmond)

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## Information for Teachers to Provide to ALL Students

**It is important for the following information to be provided to ALL of your students in order for them to understand and apply it to the workplace and in turn enhance their personal success and reputations as workers.**

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When surveyed, the number one attribute most frequently sought by BC employers is “Honest/Ethical”.\*\*

*\*\*2004/2005 Biennial Skills/Attributes Survey – Business Council of BC*

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***Ethics*** are the standards that govern behavior. Ethical standards are set by communities, organizations, religions and families, to guide their daily actions. Workers at all work sites are expected to exhibit ethical behaviors.

***Law*** refers to rules set out by government.

***Policy*** refers to rules set out by individual employers. Employers may establish specific expectations regarding confidentiality at their sites. Workers should know the employer’s policies and follow them at all times. Remember, employees (work experience students) can be dismissed for violating company policies.

One such policy (Richmond Health Services Society) states:

*... that students and instructors will not disclose any confidential information or records including, but not limited to, client information and medical records to which they may have access or learn about through attendance at the Society’s facilities, to anyone in any manner except as authorized by the Society’s policy or the Freedom of Information and Protection of Privacy Act of British Columbia. Nor will they copy, alter, interfere with, destroy or take such information or records except upon authorization and in accordance with established Society policy.*

**Confidentiality** means not revealing information that would be in violation of ethics, law or policy. Information collected may be used only for the purpose for which it was collected or for another purpose which has a logical link (e.g. school demographic data may be used by teachers to contact parents or be used by the Public Health nurse for vaccination reasons). This information may not be given to a *third party* (e.g. for fund raising purposes). *Third Party* refers to a person/persons outside the immediate relationship. The employer and the employee are first and second parties, others are third parties (including the employee's (student's) family, friends or teacher).

Confidential information may include information about:

- *Customers/Clients:* This includes private information such as health records, credit history or criminal records. It could include information not considered personal, such as the contents of a person's home.
- *Company Finances:* This is information about company earnings, profit, wages and salaries and payments to suppliers. This information must be kept confidential because businesses compete with each other.
- *Employees:* This may include personnel records, performance appraisals or attendance records.

**All Richmond School District Career Program students must be encouraged to check with each employer concerning company policies regarding Ethics and Confidentiality.**