

Confidential Information Policy			
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Objectives

In the execution of their job duties, employees may have access to confidential information concerning the LCI Education Network or its subsidiaries, including LaSalle College Vancouver, their clients and suppliers, and other employees of the organization. The term “confidential information” means any information, verbal or written, which is not usually known to the public. This includes, but is not limited to, information about technologies; business data - such as purchase orders; fees specific to certain clients; or financial data, etc.

Access to such information should be restricted to employees who need it to execute their job duties. These employees must know that they have an obligation to maintain the confidentiality of the information.

Any other employee with access to important confidential information, must be notified that they cannot reveal it without the consent of the organization. In this regard, LaSalle College Vancouver may require the employee to sign a non-disclosure and confidentiality agreement.

Employees have a responsibility to act with integrity and treat confidential information with all due caution. Consultation and use of confidential information for personal purposes is strictly prohibited.

To prevent the disclosure and improper use of confidential information, employees must follow these rules:

- Store documents, records and files containing confidential information in a secure location to which access is restricted to employees who need access to it in the execution of their job duties.
- Refrain from discussing confidential matters in public places (elevators, hallways, restaurants, airplanes, taxis, etc.).
- When in public places, refrain from reading confidential documents or leaving them out in plain view and do not throw out these documents in a place where someone could retrieve them.
- Protect the confidentiality of the information in their possession, both inside and outside the office.
- Send documents containing confidential information electronically, by fax, or by computer only when it is reasonable to believe that they can be sent and received safely.
- Avoid unnecessary reproduction of confidential documents. Remove confidential documents from conference rooms, or any other place of work, at the end of each meeting. Shred or securely destroy additional copies of confidential documents.

The rules above apply not only to information about the LCI Education Network and its subsidiaries, including LaSalle College Vancouver, but also to information belonging to third parties such as suppliers, clients or competitors.

It should be noted that a new employee cannot disclose confidential information about their former employer. Similarly, an employee who no longer works for LCI Education Network and its subsidiaries, including LaSalle College Vancouver, must always protect confidential information belonging to the organization, even after his/her departure.

Files and Records

The LCI Education Network and its subsidiaries, including LaSalle College Vancouver, employs very high standards of rigor and integrity with respect to maintaining files and records. These documents are the basis for managing its business, evaluating and implementing its obligations to shareholders, employees, clients and suppliers, and to ensuring that the organization's files and records are highly reliable and accurate.

Employees must retain all records, including books, bank statements, financial statements, transaction records and litigations or files on contentious issues. These records must be sufficiently detailed, must fairly and accurately reflect the business operations of the organization, and must comply with laws and regulations and all other policies and practices of the organization.

Financial transactions must be properly recorded in the accounting records, without exception, and accounting procedures must be supported by appropriate internal controls.

All documents, such as work orders, supporting documents, bills, payrolls and other similar data must be factual, true, and complete, and stored accordingly to the organization's current standards. Employees do not have the right to remove or destroy a record without the permission of their supervisor. Such permission will only be granted based on the applicable laws and the policies of the organization.

The deliberate entry of incorrect data in a report, folder, or memo is a dishonest act that can have serious repercussions on the activities of the organization and is therefore prohibited.

Scope

This policy applies to all persons employed by LaSalle College Vancouver (or "the institution"), regardless of their title henceforth referred to collectively as "employees" or individually as an "employee").

Exclusions

There are no exclusions to this policy.

Definitions

Subsidiary: A company that is owned by another company.

Confidential Information: Private knowledge with value in the marketplace.