



Office of the  
Saskatchewan Information  
and Privacy Commissioner

## HUMAN RESOURCE POLICY

### 1.0 STAFFING

#### 1.05 OATH OR AFFIRMATION OF OFFICE

##### **Purpose**

To ensure the employees of the Information and Privacy Commissioner (IPC) are aware of the requirement that all employees must swear (or solemnly affirm) an Oath or Affirmation of Office, and to outline circumstances under which employees must maintain information on a confidential basis.

##### **Application**

This policy applies to all employees of the IPC.

##### **Policy**

In the course of employment with the IPC, an employee may receive confidential or sensitive information about the IPC, its employee's, public bodies and applicants / complainants. It is critical that this information be kept in the strictest confidence. Accordingly, upon appointment and each calendar year after that, all employees must take the prescribed Oath or Affirmation of Office before the Commissioner.

If ever in doubt about whether to disclose a piece of information, an employee should seek clarification from their supervisor or the Commissioner.

##### **Process**

The supervisor of any new employee will arrange for the swearing in of that employee with the Commissioner.

##### **Authority**

*The Freedom of Information and Protection of Privacy Act, section 44*

*The Freedom of Information and Protection of Privacy Regulations, section 19*

IPC Policy 2.01 Standards of Conduct

IPC Policy 2.05 Privacy Guidelines

Effective Date: September 21, 2015

Updated:

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