



Office of the  
Saskatchewan Information  
and Privacy Commissioner

## HUMAN RESOURCE POLICY

### 1.0 STAFFING

#### 1.07 STUDENT PLACEMENT CONTRACTS (UNPAID)

##### **Purpose**

To provide opportunity for students requiring practicum placements to complete their education through unpaid work placements in the Office of the Information and Privacy Commissioner (IPC).

##### **Application**

All practicum student placements approved by the IPC.

##### **Policy**

Students requiring practicum placements to complete their education through unpaid work placements are not on the IPC payroll. The terms and conditions of their employment need to be addressed in the work placement contract. The following items should be included in contracts or agreements facilitating unpaid student placements:

- An indemnification clause that states that the IPC does not take financial responsibility for any injury, loss, damage, etc., as a direct or indirect result of the job performance by the student.
- A confidentiality and privacy statement that stipulates the student's obligation to maintain confidences because he or she may become privy to confidential information during their placement.
- Insurance provisions, because not all educational institutions have historically been covered under the Exceeding Workers Compensation coverage agreement with the Ministry of Education or Ministry of Advanced Education.

##### **Authority**

*The Freedom of Information and Protection of Privacy Act*, section 43.1

##### **Influencing Sources**

Legislative Assembly Service Human Resource Policy 1.7

Saskatchewan Public Service Human Resource Manual, Section 1900