

## 5.1.5 Disclosure of Information

### Policy

<b>Area:</b> 5.1 General	<b>Date Issued:</b> 2002 Oct23	
<b>Title:</b> 5.1.5 Disclosure of Information	<b>Last Revision Date:</b> 2012 Jul 27	<b>Digitally Signed:</b>
<b>Issued by:</b> Assistant Vice-President/CIO, ITS	<b>Approved by:</b> ITS Directors	

### Purpose

This policy describes how ITS employees must treat information to which they have access in the course of their employment at Dalhousie.

### Policy Statement

Employees shall maintain, in the strictest confidence, information to which they have access in the course of their employment with Dalhousie University. This information shall not be disclosed to any party within or outside the University, except as directed in the course of their employment or in cases where the information is classified as Public Use.

### Applicability of this Policy

This policy applies to all employees of ITS, Dalhousie University.

### Procedures

N/A

### Standards

N/A

### Guidelines

N/A

### Definitions

N/A

### Related Documents

Data Classification Schema: <http://its.dal.ca/policies/data-classification.pdf>

### Revision History

2012 July 27	Added reference to Data Classification schema
2009 October 13	changed from 'UCIS' to 'ITS'
2007 March 24	reformatted Purpose

2007 January 05	reformatted
2002 October 23	version 1.0