

**Mississippi Mills
Office of the Clerk**

MEMORANDUM

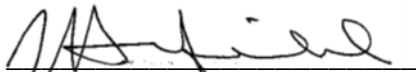
To: All Mississippi Mills Employees and Members of Council
From: Jeanne Harfield, Clerk & Deputy CAO
Date: May 23, 2023
Re: **Confidentiality Measures – Members of Council**

Routinely the municipality in possession of confidential materials and the onus is on the municipality to protect the confidentiality of the information and personal privacy.

The following steps shall be taken by Members of Council in order to protect information provided in confidence and to protect individuals personal information.

1. All confidential reports and agendas shall be password protected.
2. All confidential reports and agendas shall be saved in security restricted folders (electronic records) or locked cabinets (paper records).
3. Paper materials provided to Members of Council shall not leave the municipal office and materials must be returned to the Clerk's department to be properly destroyed or filed.
4. Members of Council shall not print confidential information shared with them electronically. Paper copies can be provided by the Clerk's department if requested.
5. Electronic devices that have access to municipal information and documents shall be password protected and locked when not in use.

Respectfully submitted,



Jeanne Harfield, Clerk