

CONFIDENTIALITY STATEMENT

Resumes are submitted to Vancouver Island University in **STRICT CONFIDENCE**, and the University assumes responsibility for ensuring that adequate safeguards are observed to maintain confidentiality.

In accepting membership on a Selection Committee, each member assumes responsibility not to discuss any candidate's name or status, or the content of any committee conversation, to any non-committee person (relevant Dean, Regional Campus Principal, Director, Vice-President, as well as Manager, Human Resources and President excepted) within or outside the institution. All public representations or statements about the search are to be made by the Dean, Director, Regional Campus Principal, Vice-President or President through Communications & Public Relations. Any committee member who breaches this responsibility is subject to disciplinary action.

All candidates internal and external can expect that information regarding receipt of their resumes or any of the specific details contained therein, as well as any information shared during the interview, including the reference gathering process will be accessible on a need-to-know basis only or as mandated consistent with the Freedom of Information and Protection of Privacy Act provisions.