



Canada Employment
and Immigration Union

Syndicat de l'Emploi et de
l'Immigration du Canada

National Office | Bureau national

Memorandum

To: CEIU Staff; Deputy Trustees; former CEIU National and Regional Committee and Council members; former National Executive members; Local Executive members

From: Shimen Fayad, Trustee

Date: September 25, 2026

Subject: Confidentiality and Our Responsibilities During Trusteeship

As we continue to navigate through the current period of trusteeship, I want to take a moment to remind everyone of an important responsibility that applies to all of us: the obligation to protect confidential information and to respect the privacy of our staff, elected officials, members, locals, and the organization as a whole.

Trusteeship is an unusual and challenging period for any organization. There are many discussions taking place, decisions being considered, questions being raised, and information being reviewed that would not ordinarily be part of the day-to-day work of many people. This makes it especially important that information obtained through CEIU work is handled responsibly and with appropriate discretion.

We have become increasingly aware of information relating to CEIU matters appearing outside the appropriate channels. Information obtained through approved or authorized channels must remain within those channels. This includes information discussed during a National Executive meeting. This applies to elected members, Deputy Trustees, and CEIU staff.

Whether information is shared intentionally or unintentionally, publicly or privately, the result can be the same: it can undermine trust, compromise privacy, create confusion, and potentially cause harm to individuals and to the organization.

Confidentiality is a collective responsibility:

Staff and elected officials are given access to information because of their roles within CEIU. That access comes with a responsibility to use information appropriately.

This includes information relating to:

- CEIU members and their personal information;
- employees and their employment matters;
- financial information and records;
- internal discussions and deliberations;
- legal matters and advice;
- investigations or complaints;
- negotiations and organizational discussions;
- information concerning locals and elected representatives; and
- other information that is not intended for public distribution.

The fact that someone has access to information does not mean that it can or should be shared freely. Information should only be used and disclosed when there is a legitimate union purpose, appropriate authorization, or a legal requirement to do so.

Trusteeship does not change these responsibilities:

The current trusteeship does not remove or reduce the obligations that members and staff have regarding confidentiality.

For elected officials, the **Oath of Office** expressly recognizes the responsibility to carry out the duties of office, uphold the dignity of the organization, and **“respect all confidences pertaining to my office.”**

The CEIU Code of Conduct also establishes expectations regarding the privacy and confidentiality of information obtained through union activities.

These responsibilities are not limited to information that is formally marked "confidential." Common sense and good judgment are equally important. If information is obtained because of your position within CEIU and it is not clearly intended for wider distribution, it should be treated carefully and should not be forwarded, copied, discussed externally, posted online, or provided to others without first confirming that it is appropriate to do so.

Please consider the consequences before sharing information:

Before forwarding an email, providing a document to someone outside the organization, discussing an internal matter with another person, or sharing information through social media or another public or private channel, please stop and consider:

1. Why do I have this information?
2. Am I authorized to share it?
3. Does the person receiving it have a legitimate reason to receive it?
4. Could this information identify or negatively affect a member, employee, elected official, or other individual?
5. Would I be comfortable explaining to the Trustee or the appropriate CEIU authority why I shared it?
6. Is it appropriate for the employer to have this information?

If there is any uncertainty, please ask before sharing. This is about protecting people and the organization.

This reminder is not intended to prevent legitimate communication, appropriate debate, or people from raising concerns. People must be able to ask questions, seek advice, raise issues, and participate in the work of their union.

It is about making sure that those conversations take place through appropriate channels and with appropriate regard for confidentiality.

We should also be mindful that information can travel very quickly. A document forwarded to one person can ultimately reach hundreds of people. A private conversation can be repeated publicly. Information can also be combined in a way that creates a very different picture from the original context.

During trusteeship, when there is already heightened interest in CEIU's affairs, we have an even greater responsibility to avoid contributing to misinformation, unnecessary speculation, or the inappropriate disclosure of confidential information.

A note on social media:

These principles extend to social media. While social media is a strong tool for positive member engagement, a balance must be struck between the right to freedom of expression and upholding professional obligations as former or current elected representatives and staff.

We are aware of posts and comments on Reddit, Instagram, and Facebook that contravene the spirit of this memorandum. Caution must also be exercised on chat platforms like WhatsApp and Messenger.

Use strong discretion when posting about CEIU on social media. If you see inappropriate or slanderous comments, please report it to me, CEIU Trustee, Shimen Fayad:
privacy_confidentialite@ceiu-seic.ca

Investigating posts is not always feasible and it can be difficult to identify individuals responsible for anonymous posts. Our capacity to request action from third-party platforms such as Reddit is limited. The onus is on all of us to respect our confidentiality obligations and uphold the dignity of the union.

There can also be consequences:

A breach of confidentiality can have serious consequences. Depending on the circumstances, inappropriate use or disclosure of information may result in internal disciplinary measures, removal or restriction of duties, or other remedies available under CEIU or PSAC rules. In some circumstances, there may also be legal consequences.

For staff, confidentiality obligations may also arise from employment responsibilities and applicable workplace policies.

For elected officials, these responsibilities arise from the position of trust they hold, the Oath of Office, applicable CEIU and PSAC requirements, and their broader fiduciary responsibility to act in the interests of the organization and its membership.

These responsibilities do not simply disappear because someone's role changes or because trusteeship eventually comes to an end. Information obtained in confidence must continue to be treated appropriately.

A shared responsibility:

Everyone has a role to play in protecting CEIU.

The Trustee, Deputy Trustees, Administrator, staff, elected officials, and members may have different roles and responsibilities, but we all benefit from an organization where people can trust that sensitive information will be handled appropriately.

I am therefore asking everyone to exercise good judgment, discretion, and respect for confidentiality as we move through this period.

If you are unsure whether information can be shared, do not assume that it can be shared. Please ask first.

Our focus should remain on serving CEIU members, protecting the integrity of the organization, and working through the trusteeship in a professional and respectful manner. Maintaining confidentiality is an important part of that responsibility.

If you have questions or concerns, please email me directly: privacy_confidentialite@ceiu-seic.ca

Thank you for your cooperation and for taking this responsibility seriously.

Sincerely,

Shimen Fayad

Trustee

Canada Employment and Immigration Union (CEIU)