

Policy Type:	Governance Process
Policy Title:	Confidentiality and Disclosure of College Information
Reference:	GP13
Date Prepared:	December 2009
Date Revised:	March 2010
Date Reviewed:	October 2016, October 2019

*All Council members and non-Council members of committees (“members”) will adhere to the confidentiality provisions as set out in the Regulated Health Professions Act * and treat as confidential all sensitive information obtained or available as a result of their appointment/election to the College. All members will take all reasonable precautions to safeguard the confidentiality of such information.*

Accordingly,

1. Members will sign a Statement of Confidentiality upon commencement of their term and annually thereafter.
2. All records (defined as any tangible information in any form i.e. document, recording, tape etc.) obtained as a member will remain the exclusive property of the College.
3. Members will not, during their term or at any time thereafter, disclose the private affairs or the confidential information of the College to any person unless the disclosure is necessary to carry out the business of the College.
4. Other than in the course of completing documented duties, no member will remove any books, records, documents or property belonging to the College, from the office. Any such property issued to a member in the course of their duties will be returned to the College upon completion of the member’s term.

Note: *The law also imposes fiduciary duties on Council that include the obligation to keep matters confidential.*



STATEMENT OF CONFIDENTIALITY

I acknowledge that I have read and understood the College’s Confidentiality provisions of the Regulated Health Professions Act.

Confidential and/or personal information refers to personal information related to registrants, employees, and volunteers; College information not yet made public, and strategic / business / operating plans.

I understand that:

- All confidential and/or personal information that I have access to or learn through my employment or affiliation with the College is confidential.
- As a condition of my employment or affiliation with the College (which includes membership on any committee), I must comply with the privacy policy and related procedures.
- My failure to comply may result in the termination of my employment or affiliation with the College and may also result in legal action being taken against me by the College and others.

I agree that I will not access, use or disclose any confidential and/or personal information that I learn of or possess because of my employment or affiliation with the College, unless it is necessary for me to do so in order to perform my responsibilities. I also understand that under no circumstances may confidential and/or personal information be communicated either within or outside of the College except to other persons who are authorized by the College to receive such information.

I agree that I will not alter, destroy, copy or interfere with this information, except with prior authorization and in accordance with the applicable College policies and procedures.

I agree to keep any computer access codes (for example, passwords) confidential and secure. I will protect physical and electronic access devices (for example, keys, badges, and storage devices) and the confidentiality of any information being accessed.

I will not lend my access codes or devices to anyone, nor will I attempt to use those of others. I understand that access codes come with legal responsibilities and that I am accountable for all work done under these codes. If I have reason to believe that my access codes or devices have been compromised or stolen, I will immediately contact the Registrar.

In the event that I have questions or concerns about any matter covered by this statement or if I have concerns about confidentiality or security matters concerning the College, I will promptly contact the Registrar.

Name (please print)

Signature

Date

Witness (please print)

Signature

Date