



<b>Policy Type:</b>	Governance Process
<b>Policy Title:</b>	Confidentiality and Disclosure of College Information
<b>Reference:</b>	GP13
<b>Date Prepared:</b>	December 2009
<b>Date Revised:</b>	March 2010, January 2024
<b>Date Reviewed:</b>	October 2016, October 2019

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## Purpose

This policy outlines the expectations of all Board Directors and Committee Appointees to adhere to the confidentiality requirements set out in section 36 of the *Regulated Health Professions Act, 1991* (RHPA) and section 83 of the Health Professions Procedural Code. Those provisions require them to treat as confidential and safeguard all sensitive information obtained or available as a result of their appointment/election to the College.

## Why this Policy is in Public Interest

Board Directors and Committee Appointees are expected maintain confidentiality while serving the Board as provided for in legislation. The public should have assurance that the information the College holds is kept in strict confidence.

## Application

This policy applies to:

- All Board Directors and Committee Appointees, who are expected to read and understand the Confidentiality and Disclosure of College Information policy and sign an undertaking of acknowledgement and agreement to adhere to the policy.
- The Governance Committee who are expected to consider the concerns and possible breach of the Confidentiality and Disclosure of College Information policy and initiate an investigation.
- The Board Chair and the Registrar & CEO, who will oversee the investigations and sanctions process, if necessary.

## Policy

1. Directors and Committee Appointees 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. Directors and Committee Appointees 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. Directors and Committee Appointees and the public are free to discuss matters discussed in open Board meetings. Directors and Committee Appointees are not permitted to discuss items addressed during an in-camera session held in accordance with the RHPA. In-camera sessions



are strictly confidential unless the Board agrees to a policy or statement about the release of specific information.

5. Only when completing documented duties, should Directors and Committee Appointees 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 Directors and Committee Appointee's term.

**Note:** *The law also imposes fiduciary duties on Board members 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 appointment 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.

_____	_____	_____
<b>Name (please print)</b>	<b>Signature</b>	<b>Date</b>
_____	_____	_____
<b>Witness (please print)</b>	<b>Signature</b>	<b>Date</b>