

<b>TITLE:</b>	<b>Confidentiality</b>		
<b>Manual/Policy#:</b>	Board of Directors # V-A-3	<b>Division:</b>	CPDMH
<b>Original Issue:</b>	November 2019	<b>Issued by:</b>	Board Chair and Board Secretary
<b>Previous Date Reviewed:</b>		<b>Approved by:</b>	Board of Directors
<b>Last Date Reviewed:</b>	November 2019	<b>Cross Reference(s):</b>	

**1. POLICY STATEMENT**

All Directors of Carleton Place & District Memorial Hospital (“the Corporation”) owe to the Corporation a duty of confidence not to disclose or discuss with another person or entity, or to use for their own purpose, confidential information concerning the business and affairs of the Corporation received in their capacity as Directors, unless otherwise authorized by the Board.

**2. SCOPE**

This policy applies to all Board Members, including *ex officio* and honorary Directors and non-Board members of Board committees. All correspondence whether in hard copy or other media including electronic should be considered Confidential.

**3. GUIDING PRINCIPLES**

N/A

**4. DEFINITIONS**

N/A

**5. PROCEDURE**

All matters that are the subject of in camera meeting of the Board are confidential until disclosed in an open meeting of the Board.

All matters that are before a committee or task force of the Board are confidential unless they have been determined not to be confidential by the Chair of the relevant committee or task force or by the Board. Committee meeting minutes circulated in Board packages are not considered confidential.

All matters that are the subject of open meetings of the Board are not confidential. Notwithstanding the foregoing, Directors will respect that the official spokesperson on all matters pertaining to the Board is the Board Chair or designate and that the official spokesperson on all other matters pertaining to the Corporation is the President & CEO or designate.

Minutes of in camera meetings of the Board shall be recorded by the Secretary or designate, or if the Secretary or designate is not present, by a Director designated by the Chair of the Board. All minutes of in camera meetings of the Board shall be marked confidential with hard copies kept locked and soft copies protected by password.

**6. REFERENCES**

N/A

**7. APPENDICES**

N/A

**Evaluation**

This policy will be reviewed every two years.