

## POLICY AND PROCEDURE MANUAL

<b>POLICY</b>	Confidentiality Obligations & Handling of Confidential Materials		
<b>SECTION</b>	Framework and Governance	<b>POLICY #</b>	I – 5
<b>DATE CREATED</b>	March 2007	<b>DATE LAST REVISED</b>	March 2021
<b>NEXT REVIEW DATE</b>	2023/2024	<b>PAGE #</b>	1 of 2

### POLICY STATEMENT

Everyone performing activities on behalf of the College will maintain confidentiality with respect to any information obtained in the course of this involvement and take reasonable steps to ensure that materials are maintained in a secure and confidential manner.

### PROCEDURE

1. At the first meeting of the year of Council or any Committee or at the first meeting of a Task Force or Work Group, the President or Chair will discuss the confidentiality obligations of each member. In doing so, each person will be provided with a copy of the relevant section(s) of the *Regulated Health Professions Act, 1991* which address confidentiality.
2. Council and Committee members shall indicate that they understand their obligations, and this will be documented in the minutes or notes of the meeting.
3. When confidential materials are distributed in advance of a meeting, the recipient shall make reasonable efforts to ensure the information is stored in a secure and confidential manner. This includes ensuring that information stored on electronic devices is securely encrypted.
4. Care should be taken to ensure that, in accessing confidential information, it cannot be viewed by others not entitled to see it.
5. When using unsecured public wi-fi networks including, but not limited to those in airports, on trains, or in hotels or restaurants, confidential documents may only be accessed from a College approved web-based collaborative platform such as SharePoint.
6. College staff should ensure that confidential information provided by the College is done through a College approved web-based collaborative platform such as SharePoint or through some other secure means.
7. Council and Committee members allowing confidential information to be handled by other authorized individuals, including but not limited to support staff, must ensure that those individuals agree to maintain the security, confidentiality and integrity of the confidential materials in their care.
8. Materials that are used at a meeting and are no longer needed shall be left with College staff for appropriate disposal. If the information is provided or stored on an electronic device, it must be securely removed from the device in a manner that eliminates the possibility of reconstruction or removal, as soon as possible after the meeting.

9. Information that is required for future meetings will be securely stored or left with College staff for re-distribution at the time that it is needed.
10. Upon completion of an individual's term on Council, a Committee, Task Force or Work Group, all materials pertaining to College activities collected in the course of involvement shall be:
  - a. returned to the College for appropriate disposal;
  - b. shredded in a secure manner; or,
  - c. securely removed from electronic devices in a manner that eliminates the possibility of reconstruction or retrieval in a manner as currently recommended by the Office of the Privacy Commissioner of Ontario ([www.ipc.on.ca](http://www.ipc.on.ca)).
11. In discussing cases concerning individuals, members will endeavour to provide identifying information only when necessary and only to the extent necessary to fulfill the purposes of the meeting.
12. In discussing College activities outside of Council, the Committee, Task Force or Work Group setting, members may describe concepts and principles but will not discuss confidential College processes or information.
13. Committee panel members will not discuss confidential information outside of the panel.