



TITLE:	Confidentiality		
Manual/Policy#:	MRHA Boards of Directors # V-A-3	Entity:	AGH / CPDMH
Original Issue:	AGH: January 2012 CPDMH: November 2019	Issued by:	Allied Boards Chair and Allied Boards Secretary
Previous Date Reviewed:	March 2021	Approved by:	Allied Boards of Directors
Last Date Reviewed:	March 2023	Cross Reference(s):	

1. **POLICY STATEMENT**

All Directors of the Allied Boards of the Almonte General Hospital Corporation (including Fairview Manor and Lanark County Paramedic Service) and the Carleton Place & District Memorial Hospital Corporation ("the Corporations") owe to the Corporations 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 Corporations received in their capacity as Directors, unless otherwise authorized by the Allied Boards of Directors.

2. **SCOPE:**

This policy applies to all Directors of the Allied Boards, including *ex officio* and honorary Directors and non-Allied Boards members of the Allied Boards 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 Allied Boards are confidential until disclosed in an open meeting of the Allied Boards or until disclosure is otherwise approved by the Allied Boards.

Meetings of Allied Boards committees and task forces, including agendas, meeting materials and discussions are confidential. Draft minutes will be circulated in the agenda package created for the Allied Boards meeting immediately following the committee or task force meeting for the purpose of communication with the Allied Boards. Draft minutes contained within the open board meeting package will not include any reference to matters deemed confidential under the Allied Boards In Camera Meetings policy. Such matters may be reported separately within the in-camera meeting package or the minutes as a whole may be included in the in-camera meeting package.

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

Minutes of in-camera meetings of the Allied Boards 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 Allied Boards. All minutes of in-camera meetings of the Allied 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.