



**Policy Name: GOV-05 Governance Policy - Confidentiality**

**Date Approved:** May 17, 2017

**Motion Number:** 17-31

**Review Date:**

**Date Amended:**

**Motion Number:**

Recognizing that the board needs to manage confidential information with which it has been entrusted, this policy ensures that privacy is preserved, and defines criteria for the handling of confidential information.

Confidential information includes, but is not restricted to, personal information, sensitive corporate information and third-party business information as defined under the Municipal Freedom of Information legislation.

In order to conduct legitimate board business, there may be a necessity for a board member to disclose confidential information to another board member, to a staff member of another government agency, or to an external organization or individual. Such disclosure must:

- a) be for clear business purposes
- b) be to an individual who is clearly authorized to receive and use the information
- c) be consistent with provisions of the Municipal Freedom of Information and Protection of Privacy Act, the Personal Information Protection and Electronic Documents Act (PIPEDA), and the Public Libraries Act, R.S.O. 1990
- d) be consistent with provisions of the Occupational Health and Safety Act, R.S.O. 1990

Should a board member be uncertain about the appropriateness of any disclosure of information, the board member should consult the board chair.

The loss or theft of personal information should be reported immediately to the board chair.