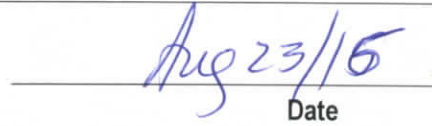


Policies and Procedures

<b>Section:</b> Governance	<b>Policy Number:</b> 2011-06
<b>Subject:</b> Confidentiality	<b>Effective Date:</b> June 8, 2011
<b>Approved by:</b> Board of Directors	

  
Chairperson

  
Date

## Confidentiality

### **Purpose**

To ensure that confidential matters are not disclosed until disclosure is authorized by the board.

### Policy

The directors 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.

Every director shall ensure any statement made to the press or public is authorized by the board after consulting with the Ministry of Health and Long Term care.

### Application

This policy applies to all board and non-board committee members.

### Confidentiality Agreement

All board members are to sign a confidentiality agreement prior to starting their term as set out in Appendix #1.

### Confidential Matters

1. All matters that are the subject of closed sessions of the board are confidential until disclosed in a session of the board that is open to the public.
2. All matters that are before a committee of the board are confidential unless they have been determined not to be confidential by the chair of the relevant committee.

### Procedure for Maintaining Minutes

1. Minutes of closed sessions of the board shall be recorded by the secretary or designate.

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2. All minutes of closed sessions of the board shall be marked confidential, shall be handled in a secure manner and maintained by the chair. These minutes will be distributed to the board for review and then destroyed.
3. All minutes of meetings of committees of the board shall be marked confidential and shall be handled in a secure manner.