



POLICY NUMBER	GP – 14
ISSUING AUTHORITY	Board of Directors
ISSUE DATE:	December 19, 2012
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REVISE DATE:	September 27, 2017

**SUBJECT:** Governance Process  
CONFIDENTIALITY

**POLICY:**

It is the duty of the Board members and all RHA employees to keep in confidence all confidential information. Confidential information is any information which should reasonably be kept confidential in order to facilitate the delivery of health care services in the RHA.

1. For greater clarity, confidential information is:
  - 1.1. Personal health information.
  - 1.2. Personal information about clients and staff.
  - 1.3. Information discussed "in-camera".
  - 1.4. Information brought forward at Board meetings which is agreed to be confidential.
  - 1.5. Information which a committee decides to keep confidential until the matter is discussed at a meeting of the Board conducted in public.
  - 1.6. Board mailings received by Board members prior to a Board meeting.
2. In accordance with legislation:
  - 2.1. No Board member or Committee member uses, for personal gain or the gain of any person, information that is not available to the public, which the member acquires in the performance of his/her official powers, duties and functions.
  - 2.2. Board members are responsible for the security of all information provided to the Board e.g. receiving/collecting of Board packages.
    - 2.2.1. Laptop computers, which are provided to Board Members to allow for easier access and sharing of information, must be protected against unauthorized access.

All Board Members have access to the Board of Directors Collaborative Work Site (CWS) housing information that is 'confidential for the Board only'. This information must be treated with the same security mindedness as paper materials.

Whereas, it is incumbent on Board Members to familiarize themselves with information housed on the CWS and to perform their work in conformity with the regulations set out in the Electronic Connectivity Handbook, Board Members may not copy or use "save as" to download confidential materials to their personal computer hard drives or other external data tools such as USB flashdrives.

The loss of a Southern Health-Santé Sud laptop must be immediately reported to the Board Secretary.

2.2.2. Board members must exercise caution when communicating between and among themselves electronically. These communications may be considered subject to public disclosure.

2.3. Any breach of confidentiality will be dealt with in accordance with the current By-Laws:

3. If in doubt as to whether the information should be kept confidential, Board members will consult with the Board prior to the release of the information.
4. In all matters, the Board members will use discretion and good judgment.
5. Upon termination a Board Member returns to an RHA Regional Office all materials and resources within 30 days of termination.  
As well, all electronic materials shall be removed/deleted from all electronic device(s) within 30 days of termination.