

BOARD MANUAL

SUBJECT: Confidentiality Policy		NUMBER: 2-A-34
SECTION: Structure, Roles and Responsibilities	APPROVED BY: Board of Directors	
DATE: February 22, 2012	REVISED/REVIEWED: April 23, 2014 September 28, 2016, November 27, 2019, September 28, 2022	

Policy

The Board Directors and non-director committee members owe to the Hospital 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 Hospital received in their capacity as Directors or committee members unless otherwise authorized by the Board.

No Director or committee member shall make a statement to the media or public not authorized by the Board.

Application

This policy applies to all Directors of the Board and non-director committee members. This policy continues to apply after a Director and non-director committee member ceases to be a member of the Board and/or committee.

Confidential Matters

All matters that are the subject of closed sessions of the Board are confidential until disclosed in an open session of the Board.

All matters that are before a committee or task force of the Board are confidential, unless they have been determined not to be confidential by the Chair of the relevant committee or task force, or by the Board.

All matters that are the subject of open sessions of the Board are not confidential.

Procedure for Maintaining Minutes

Minutes of closed sessions of the Board 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 Board.

All minutes of closed sessions of the Board shall be handled in a secure manner.

All minutes of meetings of committees and task forces of the Board shall be handled in a secure

manner.

Notwithstanding that information disclosed or matters dealt with in an open session are not confidential, no Director or non-committee member shall make a statement to the media or public not authorized by the Board.