



BOARD OF DIRECTORS

POLICY NO. 3

CONFIDENTIALITY

PURPOSE

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

APPLICATION

This policy applies to all Directors, including ex-officio Directors and non Directors members of Board committees.

POLICY

The Directors 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 unless otherwise authorized by the Board.

Every Director shall ensure that no statement not authorized by the Board is made by him or her to the press or public.

CONFIDENTIAL MATTERS

1. All matters that are the subject of closed sessions of the Board are confidential until disclosed in an open session of the Board.
2. All matters that are before a committee or task force of the Board are not confidential unless they have been determined to be confidential.
3. All matters that are the subject of open sessions of the Board are not confidential.

PROCEDURE FOR MAINTAINING MINUTES

1. 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.
2. All minutes of closed sessions of the Board shall be marked confidential and shall be handled in a secure manner.
3. Notwithstanding that information disclosed or matters dealt with in an open session are not confidential, no Director shall make any statement to the press or the public in his/her capacity as a Director unless such statement has been authorized by the Board.

VACANCY AND TERMINATION

Should a Director knowingly fail to comply to the above, Hospital Bylaw, Section 4.05, shall be enacted.

AMENDMENT

This policy may be amended by the Board.

APPROVED BY: BOARD OF DIRECTORS

DATE: MAY 25, 2006; REVIEWED MAY 2017; MARCH 2021