



## Canadian Civil Defence Museum Association

Policy Name: Board of Directors Confidentiality Policy	Policy Number: CCDMA-06
Policy Type: Governance	
Date Approved: November 14, 2016	Dates Revised: n/a

The Board of Directors (Board) of the Canadian Civil Defence Museum Association (CCDMA) governs as a policy board. Through their work, the Board will have access to confidential verbal and written information. Board members will follow these confidentiality rules:

### **1. Confidential Information**

Information and documents brought before open sessions of the Board and its committees, as well as the proceedings of open sessions, are not considered to be confidential, unless specifically identified as confidential by the Board.

Information and written material brought before closed and in-camera sessions of the Board of Directors and its committees, as well as the proceedings of those sessions, are designated as confidential unless otherwise explicitly directed by the Board and shall not be disclosed to any person not attending the relevant meeting unless authorized in accordance with Board policy or law in respect of disclosure of confidential information.

Confidential Board records and information includes all non-public information that might be of use to competitors of the CCDMA, or harmful to the CCDMA or its stakeholders if disclosed and, without limiting the generality of the foregoing, specifically includes the agenda, minutes, and related materials, records, and information from closed and in-camera meetings.

### **2. Confidentiality Requirement**

Except where disclosure is authorized by CCDMA policy, required by law, or otherwise determined by the Board, Board members and permitted resources to the Board shall protect confidential and privileged information and respect the confidentiality of proceedings at closed and in-camera sessions of the Board, its committees, and other internal and external meetings.

It is the responsibility of Board members who receive confidential information to ensure the security of all confidential information entrusted to them at all times. All Board records provided to Board members for individual use or created by a Board member remain the property of the Board and shall be returned to the Board at the request of the Board.

### **3. Confidentiality Agreement**

To this end, each Board member shall sign a confidentiality agreement at the start of his or her term of office, which is binding in perpetuity. A copy of each signed agreement will be filed in the Board policy manual, with the original kept in the information management system in the office of record.