

Confidentiality Policy

Section 1: Purpose

This policy outlines the expectations of all board members, volunteers and employees of the CSE for protecting confidential information and the procedures for addressing violations to this policy. This policy is intended to supplement, but not replace, any laws governing confidentiality such as the Personal Information Protection and Electronic Documents Act (PIPEDA) and the Personal Health Information Act (PHIA). Also, this policy is not intended to prevent disclosure where disclosure is required by law.

Section 2: Definitions

Confidential information: Any non-public or privileged information pertaining to the CSE's business and any personal information of the CSE's board members, clients, donors, members, staff and volunteers.

Section 3: Policy

It is the policy of the CSE that all board members, volunteers and employees of the CSE must:

- maintain the confidential nature of confidential information both during and after employment or volunteer service.
- exercise good judgment and care to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.
- use confidential information solely for the purpose of performing services as a volunteer or employee for the CSE.
- return materials containing confidential information at the time of separation from employment or expiration of service.

Section 4: Violations of the Confidentiality Policy

Suspected violations of this policy should be reported discretely to the person's direct supervisor. Unauthorized disclosure of confidential information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.