

Category & Number: GP003	Policy Title: <b>Confidentiality Agreement</b>
Authority: Bylaw 11. Code of Conduct, Confidentiality Agreement and Conflict of Interest	Approved by: Council
Effective Date: April 1, 2024	Next Review Due: March 1, 2026

## BACKGROUND

Council and committee members of the College may be exposed to private and/or confidential information in their regulatory role. In compliance with bylaws, members must abide by a Confidentiality Agreement.

## PURPOSE

To outline the types of confidential information members of Council must protect in upholding public trust and acting with integrity.

## POLICY & PROCEDURE

1. Members of Council, and members of Council committees, have a duty to maintain confidentiality with respect to all confidential information that comes into their knowledge or possession in the course of performing their duties.
2. Confidential information includes, but is not limited to:
  - Unpublished financial information;
  - Personal information with respect to registrants, past registrants, employees or volunteers (including members of Council) as defined by applicable privacy legislation;
  - Any information discussed “in camera” at Council or committee meetings;
  - Data entrusted to the College of Paramedicine of Prince Edward Island by external parties; and
  - Any item marked as confidential either verbally or in written form.
3. In the performance of its duties, Council may be required by law to release information to the public and/or other regulatory authorities. No information may be released without written Council approval, except as otherwise required by law.
4. Members of Council, and members of Council committees who are not on Council, shall review this policy and sign an attestation and confidentiality agreement as provided by the College:
  - Upon joining Council or a Council committee; and
  - Annually.

## Related Policies

- Code of Conduct

