1.14 CONFIDENTIALITY

INTENT:

Board and committee members may become aware of confidential information during their involvement with LICA. Under Common Law and the Freedom of Information and Protection of Privacy Act (FOIP) such information must remain confidential and may not be used for personal gain.

1.14.1 DIRECTIVES:

1.14.1.1 With regard to confidentiality of information, Board and committee members shall at all times be governed by the Societies Act, Common Law, FOIP and LICA's Vision, Mission, Values, bylaws and policies.

1.14.2 IMPLEMENTATION:

1.14.2.1 LICA may need to collect personal information about an individual or organization. Such information shall be handled in a secure and confidential manner. LICA's records management practices shall be in accordance with FOIP https://www.servicealberta.ca/foip/, and as defined in Policy 1.6-Records Retention.

1.14.2.2 Only the Officers and Executive Director shall have access to confidential files.

1.14.2.3 LICA Board and committee members shall annually sign an Oath of Confidentiality (appended) at the first meeting after their election or appointment, in accordance with Policy 1.6.

1.14.2.4 *In camera* proceedings must remain confidential.

1.14.2.5 Information shall remain confidential during and after LICA tenure, unless released by the owner of the information.

Review Dates: September 27, 2006, May 8, 2008, June 2, 2011; June 26, 2017, November 26, 2018
Approval Dates: September 27, 2006, May 8, 2008, June 2, 2011; September 7, 2017; December 13, 2018

LAKELAND INDUSTRY AND COMMUNITY ASSOCIATION

LICA – Environmental Stewards

BOARD AND COMMITTEE MEMBER OATH OF CONFIDENTIALITY

I do solemnly declare that I will not disclose any confidential information of any kind that comes to my knowledge respecting any member, employee, contractor or associated organization of the Lakeland Industry and Community Association (LICA) through my involvement with LICA.

I acknowledge that this declaration shall remain in force both during and after my tenure as a LICA member.

I understand that if I choose to disclose confidential information, I may be liable for prosecution for breach of confidentiality, and that LICA shall not indemnify me for any fines or awards of damages against me.

I have read this declaration in its entirety and understand the contents of this declaration.

_____ _____

Signature of Witness Signature of Board or committee member

_____ _____

Name of Witness (Print) Name of Board/committee member (Print)

_____

Date

Review Dates: **September 27, 2006, May 8, 2008, June 2, 2011; June 26, 2017, November 26, 2018**
Approval Dates: **September 27, 2006, May 8, 2008, June 2, 2011; September 7, 2017; December 13, 2018**