



## CONFIDENTIALITY POLICY

### THE BRITISH COLUMBIA PERSONS WITH AIDS SOCIETY REQUIRES THAT:

1. Employees and volunteers respect the confidentiality of information\* relating to the personnel, member records and business of the society, excluding annual general meeting minutes and audited year end financial statements, and shall not copy, discuss or distribute any portions of these records or information. Any employee(s) or volunteer(s) who breaches these provisions of confidentiality is subject to disciplinary action or termination.

2. Member, employee, volunteer applicant for employment has the right to have all information about them kept strictly confidential.

**SAMPLE: YOU WILL BE REQUIRED TO**

Date: \_\_\_\_\_

I, \_\_\_\_\_ have read the Confidentiality Policy above and have had it explained to me. I know it is applicable to me while I am in the service of the British Columbia Persons With AIDS Society and the confidentiality requirement will continue after I leave the service.

**SIGN THIS IF ELECTED  
TO THE BOARD  
FURTHERMORE**

I, \_\_\_\_\_, do swear that I will not disclose or use for self gain or make known matter or things which come to my knowledge by reason of my service with the British Columbia Persons With AIDS Society or by resolution of the Board of Directors to disclose or make known the same.

Signature: \_\_\_\_\_

In the presence of: \_\_\_\_\_

Print Name: \_\_\_\_\_

- \*4.4 "Society information" is information that is acquired solely by reason of involvement with the society and which the society is under an obligation to keep confidential.
- 4.5 You may use society information only for society purposes.
- 4.6 You must not use society information for your personal benefit.
- 4.7 You must protect society information from improper disclosures.
- 4.8 You must report to the board, or to a person the board designates, any incident of abuse of society information.
- 4.9 You may divulge society information if:
  - a) You are authorized by the board or to a person designated by the board to release it, and
  - b) it is to a person who has lawful right to the information.
- 4.10 If you are in doubt about whether society information may be released, you must request advice from the board or from a person the board designates.

Reference:

Report on Conflicts of Interest: Directors and Societies, Appendix B: Participating in a Society: Policy Statement, Law Reform Commission of British Columbia.

**SAMPLE: YOU WILL BE REQUIRED TO  
SIGN THIS IF ELECTED  
TO THE BOARD**

Initials

