



Board Member Confidentiality

Policy

Pursuant to Section 47(c) of the Municipal Freedom of Information and Protection of Privacy Act and Ontario Regulation 823 and in order to ensure the security and confidentiality of any documents, records and personal information under the control of the Haliburton County Public Library Board it is required that Board members sign a confidentiality statement.

This policy will be implemented and administered through the Office of the Library CEO and will be included as part of the Board package for all current and new members.

Procedure

The 'Board Member Confidentiality Statement' is dated, signed, witnessed, and placed in the individual's Board file with the Human Resources Department.

Related Documents

Appendix A: Library Board Confidentiality Statement

LIBRARY BOARD CONFIDENTIALITY STATEMENT

Pursuant to Section 47(c) of the Municipal Freedom of Information and Protection of Privacy Act and Ontario Regulation 823.

I, _____, am a Library Board member serving the Haliburton County Public Library, holding the position of _____.

(Please print)

I HEREBY ACKNOWLEDGE AND UNDERSTAND the following:

THAT the Municipal Freedom of Information and Protection of Privacy Act along with the Personal Health Information Protection Act provides standards for and requires administrative, technical and physical safeguards to ensure the security and confidentiality of records and personal information under the control of the Haliburton County Public Library.

Haliburton County Public Library Policy Manual

Policy Type:	Procedural
Policy Number:	PRO-17
Policy Name:	Staff Training
Original Adoption Date:	2022-01-03
Policy Current Approval:	2022-01-12
Next Review:	2024



HALIBURTON COUNTY
PUBLIC LIBRARY

THAT Ontario Regulation 823 intends to apply access and security considerations in the day-to-day administration of an organization's records and requires measures be taken to prevent unauthorized access to an organization's records.

I FURTHER ACKNOWLEDGE AND UNDERSTAND THAT in the course of carrying out my duties, I will have access to and will be dealing with records containing confidential information and/or personal information which reveals the identity of the person who is the subject of the record or the identity of a person who has provided information about the subject of the record.

I HEREBY AGREE to hold such information confidential and, except as may be legally required, will not disclose or release it to any person at any time without proper consent or authorization.

I FURTHER AGREE to take appropriate security measures to prevent unauthorized access to confidential information.

Signed this ____ day of _____, 20__.

Board Member Signature: _____

Witness: _____

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