

Management of Board and Committee Materials

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Authority:

Health Professions Act, sections 53 and 18(1); CDBC bylaws 39(2) and 42(1); *Freedom of Information and Protection of Privacy Act* (FIPPA); *Personal Information Protection Act* (PIPA); and Board policy Bd-12, Board and Committee Members' code of Conduct.

Background:

The Board must govern, control and administer the affairs of the College. While fulfilling their function, Board Directors and Committee members will be in contact with college documents containing personal or sensitive information that require secure and safe management. FIPPA legislation applies to all College documents. This includes but is not limited to financial and legal documents, registration and applicant information, letters of complaint, and complaint investigation details and reports.

Personal information is defined as any identifiable information about an individual, including age and date of birth, ethnic origin, race, financial and credit card information, wage/salary, home contact information, medical information, Social Insurance Number, religious and political affiliations, personal habits, preferences and activities, photographs and the contents of employee personnel files.

Policy:

1. Board and Committee members protect the safety and security of sensitive College documents by ensuring, to the best of their ability, that:
 - sensitive files requiring Board or Committee approval is shared through the Collaborations platform, an extension of the Citrix Software where documents are shared in a secure and protected cloud to be viewed and edited by selected Members
 - if hard copy or electronic documents are used for meetings outside of Collaborations, copies will not be kept or stored by Board Directors or Committee members. Secure and safe disposition practice will be applied.
 - email communications, computers and electronic data storage devices containing College information are secure and not accessible by the public,
 - hard drives, electronic data storage devices and back-up disks/drives are cleaned or destroyed prior to selling or disposal so that documents cannot be retrieved or reconstructed.
2. CDBC encourages and aims to become a paper free organization. If Board and Committee members print and bring College documents to meetings, documents can be left at the office to be shredded. They are placed in the office's shredding bin and shredded by the College's document disposal service. Alternatively, arrangements can be made with a commercial shredding company for which expenses are reimbursed. Documented proof of disposal must be provided to the CDBC with the request for reimbursement.