

**Forward 9 Community Development Co-operative Inc.**

**Confidentiality Policy**

**By Law No. 20**

Passed by the Board of Directors on August 10, 2010

Confirm by the member on October 18, 2010

## **Confidentiality Policy**

### **Confidential matters are defined as follows:**

- **Members**

Any information related to the members including subsidy, arrears, and conflicts between members, requests for transfers for personal reasons and any requests from members that are personal in nature.

- **Staff**

Anything related to hiring, terminating, disciplining, salary negotiations, member complaints and problems between staff members.

- ***Contracts***

Anything related to contract negotiations of any kind until contracts are finalized and the Co-op's lawyers have agreed that the issues are no longer confidential.

- **Other**

Anything else that the Co-op's lawyers advise is confidential.

### **Rules regarding confidentiality**

- Board members must not discuss any confidential matter as defined above except at a duly constituted board meeting or as directed by the Co-op's lawyers.

- Confidential material is to be printed on coloured paper to easily identify it from other matters.
- All written material related to confidential matters is to be destroyed, and electronic material related to confidential matters is to be deleted immediately following the board meeting at which it was discussed except for the official records which are to be kept in the locked part of the Co-op office.

### **Penalties for breaching confidentiality**

- Co-op by-laws should be very clear about the penalty for breaching confidentiality. A breach of confidentiality by a board member is a ***ground to a member to remove a director***.
- A board member that breaches confidentiality may not be covered by the Co-op's insurance if a member were to successfully sue for libel.

### **Confidentiality Agreement**

A Co-op should ask all directors, staff and committee members to sign a Confidentiality Agreement that is attached to organizational or general by-law

Members know that directors and staff and some committees receive confidentially information and have a lot of “***access to personal information***”. Members have the right to be confident that this information will remain confidential. The agreement binds members and staff while they are part of the Co-op community and after they leave the Co-op

## Confidentiality Agreement

I agree that I will not convey or cause to be conveyed to anyone any confidential information that I know through my position with the Co-op or that I learn while at board or committee meetings unless authorized by the board of the Co-op to disclose it. This applies while I am a member of the Co-op and after I leave the Co-op.

Confidential information is

- Personal and financial information about members.
- Personal information about Co-op employees
- Information about Co-op business, which should be kept confidential to protect the Co-op. and
- All information protected by the Co-op's confidentiality guidelines.

Name \_\_\_\_\_

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

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

Witness: \_\_\_\_\_