# SPECIALIZED CLINICAL AND DEVELOPMENTAL

# SERVICES NETWORK

# GOVERNANCE POLICY

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| Section: Governance | Policy Number: 1.25 |
| Policy: Confidentiality | Approved Date: |
| Last Revised Date: |
| Attachment(s): None | Last Revision Approved Date: |

**Introduction**

Directors are entrusted with information regarding the business of SCDSN and its’ members.

**Policy**

Unless otherwise authorized by the Board of Directors, all Directors are required to maintain complete confidentiality regarding any information obtained through their duties as a Director.

**Procedure**

Board members will keep strictly confidential:

1. Any information obtained and/or shared by Board members among the Board or committees to which they would have access only by virtue of their involvement with SCDSN where disclosure will be contrary to the best interests of SCDSN.
2. All personal information relating to Board members, SCDSN members or staff.
3. Matters under litigation or relating to personnel.
4. Telephone numbers and/or email addresses of Board members, SCDSN members or staff will only be shared with the express permission of the individual(s) – see privacy policy.

The Board or Board executive committee may determine exceptions to the above as necessary.

**Reference**

*Policy 1.43 - Privacy*