
CONFIDENTIALITY

POLICY

Purpose

To ensure that confidential matters are not disclosed until disclosure is authorized by the board.

Policy

The directors owe to the hospital a duty of confidence not to disclose or discuss with another person or entity, or to use for their own purpose, confidential information concerning the business and affairs of the hospital received in their capacity as directors unless otherwise authorized by the board.

No Director shall make any statement to the press or general public in his or her capacity as a director unless such statement has been authorized by the board.

Application

This policy applies to all board and non-board committee members.

Confidential Matters

1. All matters that are the subject of closed sessions of the board are confidential until disclosed in an open session of the board.
2. All matters that are before a committee or task force of the board are confidential unless they have been determined not to be confidential by the chair of the relevant committee or task force.
3. All matters that are the subject of open sessions of the board are not confidential.

Procedure for Maintaining Minutes

1. Minutes of closed sessions of the board/committee shall be recorded by the secretary or designate or if the secretary or designate is not present, by a director designated by the chair of the board.
2. All minutes of closed sessions of the board/committees shall be marked confidential and shall be handled in a secure manner.