



Subject: **CONFIDENTIALITY**
Policy # 5-190
Approved by: Board of Directors
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Board of Directors
Policy Manual

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Sept 2009 (rc); Dec 2013 (rc); Mar 4, 2020 (r)

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.

PURPOSE

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

PROCEDURE

1. No Director, Community Member, Hospital employee, or any other non-Board Committee member will disclose any information defined as confidential, as defined in Paragraph 2 below, to any person or entity outside the Board or Board Committee unless such disclosure is specifically authorized by the Chair or acting Chair of the Board or Board Committee.
2. The following are defined as confidential matters:
 - All matters that are subject of closed sessions of the Board, until disclosed in an open session of the Board.
 - All matters that are before a Committee or task force of the Board 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.
4. Procedure for Maintaining Minutes:
 - Minutes of closed sessions of the Board/Committee will 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.
 - All minutes of closed sessions of the Board/Committees will be marked confidential and will be handled in a secure manner.
5. Confidential matters will not be disclosed to the press or social media.