

POLICY TITLE: Governance: Board/Committee - Confidentiality	POLICY NUMBER: GOV-009
DATE APPROVED: 20/05/2025	
DATE(s) REVIEWED:	DATE TO BE REVIEWED: 2027
DATE(s) AMENDED:	
LEGISLATION:	
RELATED PROCEDURES/POLICY: GOV-002: Board and Committee – Orientation and Training	

POLICY STATEMENT

The Thunder Bay Police Service Board (Board) is committed to upholding the highest standards of confidentiality. All Board and Committee members are obligated to protect sensitive information acquired through their roles, ensuring the integrity and trustworthiness of the Board's operations.

PURPOSE

This policy aims to delineate the responsibilities of Board and Committee members regarding the handling of confidential information. It provides clear guidelines to prevent unauthorized disclosure and misuse, thereby safeguarding the Board's interests and public trust. By implementing this policy, the Board reinforces its dedication to confidentiality, ensuring that sensitive information remains protected and that all members are cognizant of their obligations.

SCOPE

This policy applies to all individuals serving on the Board and its Committees, including appointed and elected members who have access to confidential information.

POLICY

a) Definition of Confidential Information

Confidential information encompasses, but is not limited to:

- Personal data of employees, officers, volunteers, donors, and beneficiaries.
- Legal matters including contracts, litigation, and privileged communications.
- Financial data such as budgets, forecasts, and donor information.
- Strategic plans, proprietary information, and non-public operational details.

b) Non-Disclosure

Members shall not disclose confidential information to unauthorized individuals or entities unless legally mandated.

c) Use of Information

Confidential information is to be used exclusively for fulfilling Board or Committee duties and must not be utilized for personal gain or the benefit of third parties.

d) Handling of Information

Members are required to exercise due diligence in managing confidential information, ensuring secure storage, and sharing only when necessary through appropriate channels.

e) Duration of Obligation

The duty to maintain confidentiality persists beyond the term of service and continues indefinitely after a member's association with the Board concludes.

f) Procedures

- **Access Control:** Restrict access to confidential information to individuals who require it for legitimate Board or Committee functions.
- **Secure Communication:** Employ secure methods for transmitting confidential information, such as encrypted emails or secure portals.
- **Document Management:** Store physical documents in locked cabinets and digital files in password-protected systems.
- **Incident Reporting:** Promptly report any suspected breaches of confidentiality to the Board Chair or designated authority.

g) Compliance and Enforcement

Members are required to sign a **Confidentiality Statement** (Appendix A) upon appointment, acknowledging their understanding and acceptance of this policy. The Confidentiality Statement is a formal agreement reiterating the key points of the policy, to be signed by all members. Breaches may lead to disciplinary actions, including potential removal from the Board or Committee in line with organizational bylaws and applicable laws.

APPENDIX A: CONFIDENTIALITY STATEMENT

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Confidentiality Statement for Thunder Bay Police Service Board and Committee Members

It is the policy of Thunder Bay Police Service Board (TBPSB) that Board and Committee members of TBPSB will not disclose confidential information belonging to, or obtained through their affiliation with, Thunder Bay Police Service (TBPS) or TBPSB, to any person, including their relatives, friends, and business and professional associates, unless TBPSB has authorized disclosure. This is not intended to prevent disclosure where disclosure is required by law. Confidentiality is the preservation of privileged information. Board and Committee members are cautioned to demonstrate professionalism, good judgment, and care at all times in handling any information related to TBPS or TBPSB to avoid unauthorized or improper disclosures of confidential information.

While Board and Committee members are expected and encouraged to discuss the organization with one another and targeted publics, they shall not report opinions expressed in meetings, nor shall they report independently on committee action, or engage in any communication that has not been approved by the TBPSB Chair or that would not be supported by board policy, procedures, or decisions.

At the end of the Board or Committee member's term/upon retirement/upon resignation/upon removal from the Board or Committee, the member shall return, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in your possession to the TBPSB Chair. It is expected that Board and Committee members, will not use trade secrets, client lists, or other confidential information acquired by virtue of being on the Board or Committee, even after completing the member's term/retirement/resignation/removal.

I have read the Statement of Confidentiality presented above. I agree to abide by the requirements of this statement and to inform the Board Chair immediately if I believe any violation (unintentional or otherwise) has occurred.

Signature _____

Name _____

Date (DD/MM/YY) _____