

STATEMENT of POLICY and PROCEDURE			
Chapter:	Governance	Policy #.	1.4.05
Section:	SALPN Council	Issued:	December 6, 2013
Subject:	Confidentiality of SALPN Council	Effective:	December 2013
Issue to:	All Manual Holders	Page:	1 of 1
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Issued by:	The Saskatchewan Association of Licensed Practical Nurses		

1. POLICY

SALPN is committed to protecting its confidential and proprietary information and to ensuring that they remain the sole and exclusive property of SALPN. Consistent with this objective, new Council members are required to read and sign a Confidentiality Agreement prior to the commencement of their term.

2. PROCEDURE

- 2.1 Respect for confidentiality must be a main priority of the SALPN because it is the cornerstone of trust as well as a legislated obligation.
- 2.2 Council members must at all times respect the confidentiality of any registrant and/or circumstances that might identify individuals or stakeholders
- 2.3 All matters dealt with by Council during in-camera meetings and matters related to personnel must be held in the strictest confidence.
- 2.4 The duty of confidentiality continues indefinitely after a Council member, has vacated their position with the association.
- 2.5 Council members of the Association shall agree to the Oath of office and sign a Confidentiality agreement upon joining the Saskatchewan Association of Licensed Practical Nurses in the above capacities.
- 2.6 The legislation that must be adhered by the Saskatchewan Association of Licensed Practical Nurses is:
 - a. The Health Information Protection Act (HIPA) which is available on the provincial government website:
<http://www.publications.gov.sk.ca/details.cfm?p=4523&cl=5>
 - b. The Personal Information Protection and Electronic Documents Act (PIPEDA)