

<b>STATEMENT of POLICY and PROCEDURE</b>			
Chapter:	Governance	Policy #.	<b>1.5.04</b>
Section:	SALPN Committees	Issued:	December 6, 2013
Subject:	<b>Committee Record Keeping</b>	Effective:	December 2013
Issue to:	All Manual Holders	Page:	1 of 1
Issued by:	The Saskatchewan Association of Licensed Practical Nurses	Reaffirmed	March 8, 2017

## **1. POLICY**

The chair of each Committee must ensure that the Committee members abide by the Associations confidentiality policy when dealing with all paper and electronic records pertaining to the work of the Committee.

## **2. PROCEDURE**

- 2.1 The chair must ensure that the Committee follows the information management procedures put in place by the Executive Director for the handling of records pertaining to the work of the Committee. In this way, the chair of the Committee is responsible to ensure that the Committee:
- a. Meets legislated requirements for the collection, utilization, retention, retrieval, sharing and destruction of records (electronic and paper).
  - b. Meets the legislated requirements for freedom of information and protection of privacy; and for ensuring the accuracy of information.