

STATEMENT of POLICY and PROCEDURE			
Chapter:	Governance	Policy #.	1.5.05
Section:	SALPN Committees	Issued:	December 6, 2014
Subject:	Confidentiality of SALPN Committees	Effective:	December 2014
Issue to:	All Manual Holders	Page:	1 of 1
		Reaffirmed	March 8, 2017
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 committee 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 Committee members must, at all times respect the confidentiality of any registrant and/or circumstances that might identify individuals or stakeholders
- 2.3 The duty of confidentiality continues indefinitely after a Committee member has vacated their position with the association.
- 2.4 Committee members of the SALPN shall agree to sign a Confidentiality agreement upon joining the SALPN as a committee member
- 2.5 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)