

## **Management of Board and Committee Materials**

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### **Authority:**

*Health Professions Act*, sections 53 and 18(1); CDBC bylaws 39(2) and 42(1); *Freedom of Information and Protection of Privacy Act* (FOIPPA); *Personal Information Privacy Electronic Documents Act* (PIPEDA); and Board policy Bd-12, Board and Committee Members' code of Conduct.

### **Background:**

The Board must govern, control and administer the affairs of the College which includes ensuring that college documents containing personal or sensitive information are managed and disposed of in a secure and safe manner. FOIPPA legislation applies to all College documents. This includes but is not limited to financial and legal documents, registration and applicant information, letters of complaint, and complaint investigation details and reports.

Personal information is defined as any identifiable information about an individual, including age and date of birth, ethnic origin, race, financial and credit card information, wage/salary, home contact information, medical information, Social Insurance Number, religious and political affiliations, personal habits, preferences and activities, photographs and the contents of employee personnel files.

### **Policy:**

1. Board and Committee members protect the safety and security of sensitive College documents by ensuring, to the best of their ability, that:
  - hard copy and electronic documents are securely stored and not exposed to accidental viewing by others,
  - email, computers and electronic data storage devices are secure,
  - electronic copies of documents containing sensitive or personal information are deleted from computer hard drives and electronic data storage devices after use and from "deleted items" email folder, archive files, and
  - hard drives, electronic data storage devices and back-up disks/drives are cleaned or destroyed prior to selling or disposal so that documents cannot be retrieved or reconstructed.
2. Board and committee members bring outdated College documents to meetings to be shredded. They are placed in the office's shredding bin and shredded by the College's document disposal service. Alternatively, arrangements can be made with a commercial shredding company for which expenses are reimbursed. Documented proof of disposal must be provided to the CDBC with the request for reimbursement.
3. Electronic storage devices are returned to office staff after each Board or Committee meeting for clearing and reuse.

4. At the end of terms, Board and committee members are required to return any College issued electronic data storage devices and all College paper documents to the CDBC office for secure disposal. Alternatively, arrangements may be made with a commercial shredding company for which expenses are reimbursed. Documented proof of disposal must be provided to CDBC within one month of the end of term.