

Policy Brief and Purpose

The Confidentiality policy is designed to ensure that sensitive information is kept secure and treated appropriately by CMRB staff, contractors, consultants and Board members.

Scope

This policy affects all employees, Board members and contractors, who may have access to confidential information.

Policy

This policy will adhere to all the requirements laid out in governing legislation including Alberta's *Freedom of Information and Protection of Privacy Act*.

Members must respect and protect confidential information, use it only for the work of the Calgary Metropolitan Region Board or a member municipality, and must not use the information for personal gain.

Members must take appropriate steps to ensure sensitive information remains confidential which may include, but is not limited to:

- Lock or secure confidential information at all times
- Appropriately destroy confidential documents when they are no longer needed
- Make sure confidential information is viewed only on secure devices

This policy is binding even after separation of employment or after a Board member leaves the Board or a Committee of the Board.

Effective Date

The policy comes into effect upon passage by the Board and signing by the Interim Board Chair.



Christopher Sheard
Interim Chair

June 22, 2018
Date