



POLICY OF THE CANADIAN SUPERIOR COURTS JUDGES ASSOCIATION

POLICY NAME AND NUMBER	CONFIDENTIALITY
RESPONSIBLE COMMITTEE(S)	GOVERNANCE COMMITTEE
EFFECTIVE DATE	APRIL 30, 2022
REVISED DATE	

1. Purpose

To ensure Board, Council and Committee Members of the CSCJA understand their responsibilities to safeguard any confidential information obtained or accessed during their course of their duties.

2. To whom does this policy apply?

Staff, Executive, Board, Council, committee volunteers

3. Definitions

3.1. Confidential Information

The term “confidential information”, as used in this policy, is any information which is generally not known by the public or not generally made available by CSCJA to the public. The information may be about or belonging to the CSCJA, its members, or other organizations or people with whom the CSCJA may have an obligation to maintain information in confidence.

Confidential information includes but is not limited to: personal information and information and opinions expressed in the course of CSCJA meetings.

4. Policy

All Board, Council and Committee Members of the CSCJA have a duty to maintain confidentiality with respect to all matters that come into their knowledge or possession while exercising a power or performing their duties. These individuals must take steps to ensure that such information is not improperly disclosed or used.

Confidential information may be disclosed where:

- i. The information is already in the public domain
- ii. The Board or President has approved or authorized disclosure of the information
- iii. Required by law

Confidential information should be used only for the purposes for which it is held and should be handled in a secure and responsible manner.

Upon expiry of their mandate, Board, Council and Committee Members shall maintain confidentiality of confidential information and should responsibly destroy or dispose of any confidential information they no longer have a reason to keep.