

**5.0 BOARD SELF GOVERNANCE****5.14 CONFIDENTIALITY****INTENT:**

**During their LICA activities, Board and committee members may become privy to confidential or sensitive information. Under Common Law and the Freedom of Information and Protection of Privacy Act (FOIPP), such information must remain confidential, and may not be used for personal gain.**

**5.14.1 GUIDELINES:**

**5.14.1.1** With regard to confidentiality of information, LICA Board and committee members shall at all times be governed by the Societies Act, Common Law, the Freedom of Information and Protection of Privacy Act (FOIPP), and LICA's Vision, Mission, Values, bylaws, and policies.

**5.14.2 IMPLEMENTATION:**

**5.14.2.1** LICA may occasionally need to collect personal information about an individual or organization. Such information shall be handled in a secure and confidential manner. LICA's records management practices shall be in accordance with FOIPP—accessible at [http://www3.gov.ab.ca/foip/legislation/foip\\_act/index.cfm](http://www3.gov.ab.ca/foip/legislation/foip_act/index.cfm) , and with generally accepted records retention, access, and destruction principles.

**5.14.2.2** Only authorized individuals shall have access to LICA files.

**5.14.2.3** LICA Board and appointed committee members shall sign an Oath of Confidentiality (attached to this policy) at the first meeting after their election or appointment, in accordance with Policy 5.6.

**5.14.2.4** LICA's meetings and minutes are open and public. However, *in camera* proceedings must remain confidential and may not be the subject of later discussion except as the participants have agreed.

**5.14.2.5** Confidential information shall include private and/or personal information about individuals, companies, organizations, employees, former employees, and Board or committee members, gained during tenure as a LICA Board or committee member. Such information shall remain confidential during and after an individual's LICA tenure, unless released by the owner of the information.

**LAKELAND INDUSTRY AND COMMUNITY ASSOCIATION  
BOARD AND COMMITTEE MEMBER OATH OF CONFIDENTIALITY**

I do solemnly declare that I will not disclose any information of any kind that comes to my knowledge respecting the private affairs of any Community or Industry member, employee or contractor, or associated organization of the Lakeland Industry and Community Association (LICA) through my involvement with LICA. This includes disclosure through discussion; publication; private letter, memo, or e-mail.

I have read and understand the LICA bylaws and policy manual.

I acknowledge that this declaration shall remain in force both during and after my tenure as a LICA Board and/or committee member.

I understand that if I choose to disclose confidential information, I may be liable for prosecution for breach of confidentiality, and that LICA shall not indemnify me for any fines or awards of damages against me.

I have read this declaration in its entirety and understand the contents of this declaration.

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Board or committee member

\_\_\_\_\_  
Name of Witness (Print)

\_\_\_\_\_  
Name of Board/committee member (Print)

\_\_\_\_\_  
Date

Review Dates: October 27, 2004, Sep 2006  
Approval Dates: September 29, 2004, Sep 17, 2006

---