

SPARWOOD PUBLIC LIBRARY ASSOCIATION STATEMENT of POLICIES		Page:	1 of 1
Chapter:	GOVERNANCE	SP No.	B.8
Subject:	Confidentiality	Date Approved:	February 5, 2024
Issued by:	Board Trustees	Subject to Review:	2029
Replaces:	NEW	Dated:	

POLICY

1. **SPLA’s** practices and decisions are without suspicion or influence and avoid any breach of confidentiality, which may raise concerns within or outside the organization.
2. Respect for confidentiality is the cornerstone of trust and confidence as well as a legislated obligation. Confidentiality means that board trustees may not relate such matters to anyone including family members. The duty of confidentiality continues indefinitely after a board trustee has left the Board or until the information enters the public domain.
3. Board trustees are required to hold in strictest confidence all matters dealt with by the Board during in-camera meetings and matters relating to staff and property.
4. A Board trustee may be asked to resign from the Board if they have breached confidentiality.

PURPOSE

5. The purpose of this policy is to demonstrate **SPLA’s** obligation to model high standards of accountability.

RESPONSIBILITY

6. The Board has the responsibility for ensuring this policy is made known to and understood by any person who is assigned to revise this Statement of Policies.

PROCEDURES

7. This policy will be reviewed every five years.

ATTACHMENTS

Form B3 - Consent to Act as a Volunteer & Confidentiality Statement