

Editors' Association of Canada/Association canadienne des réviseurs Confidentiality Policy

Effective date: June 2016

Policy purpose

The purpose of this policy is to ensure that confidential information is not disclosed.

Policy statement

The Editors' Association of Canada/Association canadienne des réviseurs respects the need to maintain confidentiality of information that members, student affiliates and staff may have access to while engaged in executive, administrative and support activities. The association is committed to ensuring confidential information is not disclosed except where mandated by the national executive council.

Definitions used within this policy

These definitions limit what can be designated as confidential, while at the same time providing guidance for protecting truly confidential information.

Confidential information is defined as

- issues discussed in camera at a meeting of the national executive council or a branch executive, or between a twig's coordinators,
- any in camera information communicated electronically by the national executive council, branch executive members or twig coordinators,
- confidential business information, and
- personal information protected by the federal Personal Information Protection and Electronic Documents Act.

Confidential business information is information about a member's business that could harm the member or a member's clients if released (for example, a client name, details of a contract, information about an item being edited, or proprietary information).

Other Editors' Association of Canada (Editors Canada) policies give guidance on handling information. These are

- Bylaw No. 1 (2014), section 2.05 Discipline of Members
- *Conflict of Interest Policy*
- *Privacy Policy*

Applicability

This policy applies to the association, its branches and twigs, its volunteers and its staff who have any access to confidential information.

Access to confidential information may occur when members or staff

- participate in association services, programs or environments, or
- act (or claim to act) as representatives of the association.

Responsibility

Editors Canada will comply with all relevant provisions of the Personal Information Protection and Electronic Documents Act with respect to collecting, using, storing and disposing of confidential information.

Editors Canada may apply the association's Bylaw No. 1 (2014), section 2.05 Discipline of Members, in cases where this policy is violated.

Contact information

Enquiries about this policy should be directed to the national office of the Editors' Association of Canada.

info@editors.ca

www.editors.ca / www.reviseurs.ca

416-975-1379

1-866-226-3348 (toll-free)

Authority

This policy is issued under the authority of the members of the Editors' Association of Canada.

Substantive revisions to this policy must be authorized by a majority of the votes cast by members of the association at a general meeting. This policy will be reviewed every five years.

References

The procedures for implementing this policy appear in the document *Confidentiality Procedures*.