



## CONFIDENTIALITY OF NSCMIRTP INFORMATION

POLICY NUMBER: P-020-01

DATE APPROVED: March 8, 2022


DATE TO BE REVIEWED: March 8, 2025

DISTRIBUTION: NSCMIRTP Board, Staff and Registrants

COMMITTEE: Policy and Procedures Committee

DATE(S) REVIEWED (REVISED):

ISSUING AUTHORITY: NSCMIRTP Board

APPROVAL: 

### OBJECTIVES

The objectives of this policy is to describe how the College will adhere to its obligations related to its handling and protection of Confidential Information in its possession and control, and to ensure Employees, Board members, Volunteers, and Third-Party Service Providers of the College are knowledgeable and fully informed of their obligations with respect to Confidential Information.

### SCOPE

This policy applies to:

- All Employees;
- All Volunteers;
- All Third-Party Service Providers of the College;
- All Confidential Information of the College, or in its custody or control.


### DEFINITIONS

The following terms used within this policy have the following meanings:

“College” means the Nova Scotia College of Medical Imaging and Radiation Therapy Professionals;

“Confidential Information” means all confidential, non-public or proprietary information, data, documents, and other materials in whatever form (including, without limitation, in written, oral, visual or electronic form), whether or not such information is marked confidential, that relates to the College, its registrants, employees, Board members, committee and/or working group members, applicants, complainants, respondents, stakeholders, and/or third parties, including (without limitation):

- Personal Information, including personnel records and payroll records.
- Computer system passwords and security codes.
- Research results not yet published including manuscripts and correspondence.
- Budgetary, service area or College planning information.
- Litigation pending or in process.

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- Other sensitive information including intellectual research findings, intellectual property and financial data.

“Board” means the Board of the College;

“Employee” means any individual employed by the College, whether on a permanent, temporary or part-time basis;

“Personal Information” has the meaning ascribed to it in the College’s “Privacy Policy”;

“Privacy Breach” has the meaning ascribed to it in the College’s “Responding to a Breach of Privacy Policy”;

“Third-Party Service Provider” means any individual or entity that provides services to the College and is not employed by the College;

“Volunteer” means any individual who volunteers with the College, including without limitation any member of the Board, or any member of any committees or working groups of the College.

## POLICY STATEMENT

1. The College protects and safeguards Confidential Information entrusted to it by employees, volunteers, registrants, applicants, stakeholders and other third parties from unauthorized access, use, and disclosure.
2. All employees and volunteers shall sign a confidentiality agreement with the College. During the term of employment or term of office, and after termination, all employees and volunteers have a duty to keep confidential and protect against unauthorized use or disclosure all Confidential Information, in accordance with the confidentiality agreement.
3. All Third-Party Service Providers with access to Confidential Information shall sign an independent contractor agreement prior to being given access to such information. During the Third-Party Service Provider’s engagement with the College, and after termination, all Third-Party Service Providers have a duty to keep confidential and protect against unauthorized use or disclosure all Confidential Information, in accordance with the independent contractor agreement.
4. Confidential Information shall be kept in safe and secure places and shall not be accessible to public view.



5. Computerized records with limited user access and computer terminals shall not be accessible to other than authorized users.
6. Any Personal Information shall only be collected, used, accessed, stored, and disclosed in accordance with the College's "Privacy Policy", and any Privacy Breach shall be handled in accordance with the College's "Responding to a Breach of Privacy Policy".
7. If an individual or entity has not given their signed consent for the College to disclose their Confidential Information to another source, such consent will be sought, or the information will not be divulged unless the College is legally required to do so.
8. Unauthorized use and disclosure of Confidential Information may lead to disciplinary action including immediate termination.
9. In order to ensure protection of the College's Confidential Information, and Confidential Information in its custody or control, the Privacy Officer is responsible for managing all inquiries from any third party, including (without limitation) the press and/or media, regarding the College or Confidential Information. All such inquiries will be immediately referred to the Privacy Officer.

#### [RELATED DOCUMENTS](#)

##### **DOCUMENT HISTORY (Date of Reviews, Revisions, etc):**

Reviewed by McInnes Cooper: September 27, 2021

##### **Form Related to Policy**

Confidentiality Form