CONFIDENTIALITY OF NSCMIRTP INFORMATION

Nova Scotia College of MIRTP

POLICY NUMBER: P-020-01
DATE APPROVED: October 28, 2025
DATE TO BE REVIEWED: October 28, 2028
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 are to describe how NSCMIRTP 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 Regulator are knowledgeable and fully informed of their obligations with respect to Confidential Information.

SCOPE

This policy applies to all:

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

DEFINITIONS

For the purpose of this policy:

"Regulator" 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 any form (including, without limitation, written, oral, visual or electronic form), whether or not such information is marked confidential, that relates to the Regulator, its registrants, employees, Board members, committee and/or working group members, applicants, complainants, respondents, stakeholders, and 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 Regulator planning information.

- Litigation pending or in process.
- Other sensitive information including intellectual research findings, intellectual property and financial data.

"Board" means the Board of the Regulator;

"Employee" means any individual employed by the Regulator, whether on a permanent, temporary or part-time basis;

"Personal Information" means any information about an identifiable individual or information that, when combined with other information, whether readily available or not, may identify or tend to identify an individual, as may be defined or limited under applicable privacy legislation. Personal Information does not include anonymous or de-identified data that is not associated with a particular individual;

"Privacy Breach" means any occurrence where there is confirmed inappropriate or unauthorized access to or collection, use, disclosure, or disposal of Personal Information, in contravention of application privacy legislation or the Regulator's policies/procedures;

"Privacy Officer" means the Executive Director/Registrar of the Regulator, or their designate.

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

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

POLICY STATEMENT

1. The Regulator 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 Regulator. 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 Regulator, 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 anyone except authorized users.

6. Any Personal Information shall only be collected, used, accessed, stored, and disclosed in accordance with the Regulator's "Privacy Policy", and any Privacy Breach shall be handled in accordance with the Regulator's "Responding to a Breach of Privacy Policy".

7. If an individual or entity has not given their signed consent for the Regulator to disclose their Confidential Information to another source, such consent will be sought, or the information will not be divulged unless the Regulator is legally required to do so.

8. Unauthorized use and disclosure of Confidential Information may lead to disciplinary action including immediate termination.

9. To ensure protection of the Regulator'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 Regulator or Confidential Information. All such inquires 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

Version Tracking
Created: March 2022
Revised: October 2025