



Policy Name:	Confidentiality for Directors	
Applicable Sections of By-Laws:	To Be Identified	
Date Approved	Date Reviewed	Date Revisited
2021/06/06		

Purpose

This policy is designed to facilitate effective governance of the Truro Pride Society (the "Society") by ensuring Board confidentiality.

Definitions

A fiduciary duty: is a commitment to act in the best interests of another person or entity. Broadly speaking is a duty of loyalty and duty of care.

Scope

This policy applies to all directors on the Board of the Society, including those appointed or elected, voting or non-voting, ex-officio and those no longer serving on the Board.

Confidentiality

1. Directors of the Society owe a fiduciary duty of care to the Society. This includes a duty of confidentiality.
2. Directors will become privy to information which is confidential and proprietary in nature.
3. All private information and documentation that Directors receive from the Society and others in connection with their service on the Board must be treated with strict confidentiality. Neither the contents nor the existence of this information or documentation will be shared with anyone other than the directors, employees, and authorized agents of the Society.
4. Directors must exercise good judgment and care to avoid unauthorized or inadvertent disclosures of private information, including refraining from leaving confidential information contained in documents or on computer screens in plain view.
5. The obligation to maintain confidentiality continues to apply even after a director has left the Board.



6. Directors must return all materials, files, plans, journals, notes, computer files, electronic documents, or other confidential materials in their possession at the time they cease to be a director of the Society.
7. Directors will refer any questions regarding their confidentiality obligations to the Truro Pride Society Board of Directors or officer, if delegated by the board.
8. This policy is not intended to prevent disclosure where disclosure is required by law.