

Emergency Nurses Association

Governance Policy

6.04 Confidentiality: Expectations and Agreement

- To define board officers, directors and committee members' responsibility with respect to maintaining the confidentiality of sensitive information.
- To ensure that all information, which is confidential, privileged, propriety or which is not publicly available (collectively "Confidential Information") is not disclosed inappropriately.
- It is inevitable that committee, work team, advisory council, editorial boards and special interest group members of the Emergency Nurses Association will be entrusted with confidential information. Hereafter, "committee" applies to all volunteer groups.
- It is in the best interests of the organization that such individuals agree not to divulge this information and accept a confidentiality agreement.

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Policy

- 1.1 The board of directors, executive director and executive staff may make determinations regarding what information/documents are confidential. Examples of confidential information include but are not limited to contracts, sensitive product related materials, discussions during executive session, unapproved draft documents and personnel matters.
- 1.2 It is the ENA's policy that board officers, directors and committee members may never disclose, divulge or make accessible confidential information obtained through their affiliation with ENA to any person, including relatives, friends, business and professional associates other than to persons who have a legitimate need for such information and to whom ENA has authorized disclosure.
- 1.3 Board officers, directors and committee members shall use confidential information solely for the purpose of performing their duties as an officer, director or committee member of the association.
- 1.4 Every board officer, director and committee member agrees to maintain custody and security of clearly identified confidential information and materials. If individuals acquire confidential or proprietary information, such information is to be handled in strict confidence and discussed on a need-to-know basis only.
- 1.5 The obligation never to disclose confidential information continues after the completion of a board officer's or director's term of office, or an individual's service on a committee.
- 1.6 This policy is not intended to prevent disclosure where disclosure is required by law.