



FRIENDS^{OF}
KANANASKIS COUNTRY

Confidential Information Policy

Approved & Effective: September 21, 2017

Preamble

The Friends of Kananaskis Cooperating Association (the “Society”) is privy to confidential information from time to time. The most common source of this information is Alberta Parks, but there are other sources of confidential information as well. This policy seeks out to define how confidential information is managed within the Society.

Definitions and Policies

1. For the purposes of this Policy, any employee or contractor of the Society, Board Member or Advisory Council Member, are considered “Society Associates”.
2. Information received directly from any party or partner including the Alberta Government, where such information is not available through public channels, is considered Confidential Information.
3. Disclosure to any individual who is not a Society Associate is considered placing that Confidential Information into the Public Domain.
 - a. It must be assumed that control cannot be maintained of Confidential Information that is disclosed to any individual who is not a Society Associate, and that the Confidential Information disclosed will end up in the Public Domain.
4. At the time it is received, Society Associates should endeavor to determine from the party or partner supplying the Confidential Information what, if any, Confidential Information can be placed in the Public Domain, and what, if any, must remain Confidential Information.
5. No Society Associate may disclose Confidential Information to any individual who is not Society Associate, except as described in this policy.
 - a. Society Associates must take all reasonable measures to keep Confidential Information secure.
 - b. Society Associates may not use Confidential Information for personal benefit or profit.
 - c. If an individual ceases to be a Society Associate, all Confidential Information in hard copy or electronic form in their possession must be destroyed or returned to the Executive Director.

Release of Confidential Information

1. In order to put Confidential Information into the Public Domain, permission must first be obtained from the party or partner who supplied the information.
 - a. The request to place that information in the public domain must clearly indicate how the Society intends to place it in the Public Domain. This includes disclosing whether it shall be used on social media or in the Society’s newsletter, or just communicated to another partner.
 - b. Requests to release Confidential Information and the resulting permission to release it should generally be done in writing. The Executive Director will keep records of written permission received by the Society.
2. After securing permission from source of the Confidential Information, in general, permission to release that Confidential Information to the Public Domain should be obtained by the Society Associate from either the Executive Director or Board Chairman.
 - a. The Executive Director will keep records of written permission granted by the Society.
3. Placing Confidential Information in the Public Domain should generally be done with credit identified as to the source of the Confidential Information.
4. Any release of Confidential Information must be in compliance with any other Society policy.