



MRFA
MOUNT ROYAL
FACULTY ASSOCIATION

Confidentiality Policy

Category: Executive Board Representation

Date last Reviewed: September 2026 [revisions made]

Scheduled for Review: Spring 2029

I. Overview

In the regular discharge of responsibilities, Officers, Committee Members, and Staff of the Association will have access to information that is confidential and/or proprietary. As such, and in accordance with requirements outlined in the Protection of Privacy Act (POPA) all Officers, Committee Members, and Staff shall sign an agreement linked to this policy. The duty of confidentiality remains in effect in perpetuity (beyond the term of service with the MRFA and beyond the term of employment with MRU) and signed Confidentiality Agreements shall be kept on file in accordance with the Document Management Policy. Members shall be asked to renew their Confidentiality Agreements on file every four years to ensure actively engaged members have up-to-date files.

II. Members' Confidentiality in Meeting with Members of the Executive Board

Any Member of the Association has the right to meet with an Officer of the Association or to attend open sessions of Executive Board meetings and bring forward an item for discussion or requested action. Both the attending Member and the Executive Board remain bound by requirements of Association bylaws, confidentiality agreements, , and this policy.

- i. Members are prohibited from disclosing confidences except as required by law or by the informed consent of the Association and/or the individual. An Officer, with the Member's previously granted authorization where applicable, may give such consent as required to exercise the duty of representation and advise Members on their rights, responsibilities, and appropriate courses of action.
- ii. An Officer, Staff member, or the Executive Board may elect not to hear a confidence and instead refer the matter to another individual or body properly constituted to deal with the substance of the issue.
- iii. Individuals receiving such confidences whether from a Member or through the Executive Board are bound by absolute confidentiality, except that information may be disclosed to the Executive Board, its members, and/or its committees if appropriate or necessary in its collective capacity to represent the Member(ship) effectively.
- iv. Policy and process questions which do not directly breach personal confidences may be considered by the Executive Board in an advisory capacity, or may be referred to other appropriate committees, staff, or Officers of the Association or the University.
- v. Based on legal advice, the capacity of the Executive Board to decide an issue with fairness and under due process is not compromised by its having heard confidential details previously, and it is up to individual members of the Executive Board to determine whether they can make an objective decision in the circumstances (refer to the Conflict of Interest and Apprehension of Bias Policy).

III. Limitations

a. To Ensure Safety

Should a member communicate a threat of violence, especially where there is a clear risk to an identifiable person or group of persons of serious bodily harm or death and the danger is imminent, the Association must balance the duty of confidentiality. Members, Officers, and Staff shall normally report imminent threats to appropriate authorities (e.g., police or campus security).

b. To Facilitate Member Representation

Information submitted by a Member to an Officer, Committee member, or Staff of the Association shall be considered to be submitted in confidence and may only be shared with another Officer, Committee member or MRFA Staff when the information is required by the individual to represent the Member's rights and/or interests with all due diligence and care.

c. To Facilitate Executive Board Transition

Incoming members of the Executive Board, upon election at the Annual General Meeting, will be invited to attend MRFA Executive Board meetings for the remainder of the academic year. Meeting attendance is voluntary and confidentiality forms must be fully executed in advance.

Incoming members of the Executive Board, upon election at the Annual General Meeting, will be invited to attend MRFA Committee meetings at the discretion of the Chair of each committee. Meeting attendance is voluntary and confidentiality forms must be fully executed in advance.

IV. Process

- i. Staff shall submit signed confidentiality agreements prior to commencement of employment.
- ii. The Senior Administrative and Faculty Relations Officer shall send confidentiality agreements to faculty members when they are elected/appointed to serve on the committees which they support.
- iii. Signed confidentiality Agreements shall be sent to, filed, and tracked by the Administrative Specialist.
- iv. Members shall only be invited to meetings and added to shared drives, where applicable, after their confidentiality agreement has been received by the Association.

V. Related Policies

- Grievance Policy
- Conflict of Interest and Apprehension of Bias (inc. Conflict of Interest Checklist)
- Meeting Policy

VI. Linked Documents

- [Executive Board and Staff Confidentiality Agreement](#)
- [Committee Confidentiality Agreement](#)
- [Waiver of Association Representation](#)