

 <p>The College of Naturopaths of Ontario</p>	Policy Type	COUNCIL POLICIES
	GOVERNANCE PROCESS	
	Title	Policy No.
	Council and Committee member Records	GP24.01
		Page No.
		1

*As a part of their fiduciary responsibility, Council members are expected to review information from the College and to review those records and make notations regarding any questions, issues or matters they might wish to raise. They are also expected to keep their own record of the questions and issues they raise and to keep notes of the proceedings as a personal record. Notwithstanding, the information provided by the College will contain confidential and personal information that is protected under section 36(1) of the Regulated Health Professions Act, 1991 which both the Council member and the College are expected to protect.*

- 1 Council and committee members will not make notations on, or copies of, the records provided by the College for meetings but rather, shall make any notations and keep records of the meeting separately from the copy of the meeting materials.
- 2 At the conclusion of a Council or committee meeting, the materials provided by the College in hard copy shall be returned to the College for destruction in a manner that ensures it is no longer readable and cannot be recovered. Materials provided in electronic format shall be deleted by the Council or Committee members in such a way as to ensure that it cannot be recovered.
- 3 Council and Committees members shall retain their notes of the meeting in a manner that is secure and confidential and until such time as they are no longer Council or Committee members.
- 4 Upon completion of the term of office of the Council or Committee members, all personal notations shall be returned to the College where they will be retained in a secure and safe manner and sealed such that no person can access the notes taken unless,
  - a) the Council or Committee member to whom the notes belong has consented to the access by the College; or
  - b) a court of competent jurisdiction has granted an order to allow the College to access the records without consent.
- 5 The sealed records shall be retained for a period of 2 years beyond their last use by the Council or Committee member after which they shall be destroyed unless,
  - a) Within 30 days of receiving notice from the CEO of the intent of the College to destroy the records, the former Council or Committee member advises that the records are subject to an existing or potential lawsuit to which they are relevant and required by the former Council or Committee member; or
  - b) The CEO is aware of potential or on-going litigation to which the records are relevant in which case the CEO shall delay any notice of intent to destroy the records until after the litigation has been completed and any appeals or opportunity to appeal has been exhausted.
- 6 This policy has no direct bearing on the Records Management and Records Retention policies of the College as established by the CEO pursuant to EL08 – Asset Protection.

DATE APPROVED	DATE LAST REVISED
June 9 2015	January 27, 2021