

# Codiac Regional Policing Authority

**Policy #:** G-108  
**Category:** Values and Ethics  
**Subject:** Confidentiality  
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## Framework

### Police Act

Under s. 1.1(1) of the *Police Act*, the Minister of Justice and Public Safety shall (a) promote the preservation of peace, the prevention of crime, the efficiency of police services and the development of effective policing, and (b) coordinate the work and efforts of police forces and the RCMP within the Province.

Section 1.1(2) of the *Act* provides that the Minister may provide to boards, councils, police forces, a regional policing authority and the RCMP:

- (i) information and advice respecting the management and operation of police forces and the RCMP in handling special problems, and
- (ii) such other information as the Minister considers to be of assistance.

Finally, Section 1.1 (3) provides that subject to the *Act* and regulations, the Minister may issue guidelines and directives to any police force within the Province for the attainment of the purposes in s. 1.1(1) above.

### Governance Guidelines

In 2011, the Department of Public Safety issued the Police Governance and Oversight in New Brunswick Policy Guidelines (“Governance Guidelines”). These Guidelines apply to a regional policing authority, as well as to other models of police governance in use in New Brunswick. The Guidelines suggest that all Board members should be required to sign a Confidentiality Agreement.

## Policy

Members appointed to the Codiac Regional Policing Authority (CRP Authority) will be required to sign a copy of this Policy immediately upon affirming or swearing the Oath of Office.

1. CRP Authority Members must ensure that information that is normally considered confidential (i.e., financial, legal and personnel issues) is not disclosed to any outside person unless authorized.

2. CRP Authority Members have an obligation to understand the key sections of the *Right to Information and Protection of Privacy Act* (NB) and must avoid disclosing any verbal or written material that is meant to be confidential concerning the CRP Authority, the Codiac Regional Police Service (CRPS), its officers, staff members and clients.
3. Members must not disclose or use confidential information gained by virtue of their association with the CPR Authority for personal gain, or to benefit friends, relatives or associates.
4. Members shall keep confidential any information disclosed or discussed at an in camera or closed meeting of the CRP Authority.
5. CRP Authority Members should take care to guard against inadvertent breaches of confidentiality by utilizing the following practices:
  - Minimize note-taking during confidential meetings and presentations
  - Minimize retention of confidential documents or reports from meetings; if in doubt, leave written material to be shredded
  - Adhere to all rules concerning the protection of electronic board packages
6. These confidentiality obligations extend in perpetuity even after the Member is no longer on the CRP Authority.