

**E.A.C Declaration of Confidentiality**  
**(Revised 2022)**

**Confidential information includes:**

Personal information about parties involved in a complaint proceeding (past and present) which might be shared, collected and documented during the course of an occurrence review or complaint for eligibility review. This information can be found in any note taking tool (i.e., cell phones, laptops, and verbally)

When the virtual collection of information is completed by an Occurrence Reviewer it must be fully shared with the E.A.C Chair and deleted from the device on which it was collected.

**Personal information:** Any recorded information that could lead to the identification of an individual

**Privacy:** Freedom from unauthorized intrusion, state of being let alone and able to keep personal matters to oneself; a person's right to control access to their personal information

**Confidentiality:** obligation to protect personal information that is in our care from misuse, wrongful disclosure or access by unauthorized persons.

**A privacy breach** is the loss of unauthorized access to, or disclosure of, personal information.

**A breach of confidentiality occurs** when personal data or information is disclosed to a third party without the person's consent.

\*\* Personal information that the E.A.C collects about any individual, belongs to them and not the E.A.C. Individuals have a right to know what is in their E.A.C virtual file as it pertains to them.

I, as a member of the E.A.C and CAWF, declare that I will not reveal or discuss any personal or confidential information received by me during the course of my interview with complainants or respondents or witnesses beyond the sharing of information with the Co-Chairs of the E.A.C for the decision-making process and unless I am obliged to do so by law. This commitment is perpetual and remains after I leave my role as an E.A.C or CAWF member.

Signature:

Date: