

Accreditation Decision Committee Confidentiality Policy

The purpose of this policy is to ensure that confidential matters are not disclosed by CMTCA committee members until disclosure is authorized by the Board.

General Requirements

The Accreditation Decision Committee is a committee of the Board of Directors of CMTCA which is a governing body in which most of the members have been nominated by stakeholder agencies within the massage therapy profession.

CMTCA Board and committee members recognize that they:

- Do not directly represent nor are they accountable individually to the agencies, stakeholders, or individuals that have nominated them for membership on the Board.
- Have a duty to the CMTCA to maintain confidentiality with respect to all matters that come into their knowledge or possession while performing their duties on the committee, unless the discussion or release of information has been authorized by the Board or has been made publicly available.

Committee members must take reasonable steps to ensure that information relating to all matters that come into their knowledge or possession in the course of their duties are not improperly disclosed or used. This includes properly securing the source or location of the information that is in the member's possession or control. Committee members should prepare for and attend meetings with attention to protecting the confidentiality of the meeting materials and discussion to the best of their ability (by attending in a private space and ensuring meeting contents cannot be read or overheard by others).

All minutes of Board and committee meetings will be treated as confidential.

No audio or visual, or audio and visual record or transmission by any person of a portion of any committee meeting is permitted without prior approval by the Chair of the relevant meeting.

On many occasions the issues discussed by the committee will generate debate and differing opinions prior to a decision being reached. Once a decision is reached, members should limit their comments to the decision and to the principles governing that decision. Members must not discuss the varying opinions of individual members and, in particular, should not discuss their own opinion if this differs from the decision reached by the committee.



Committee members will not solicit or engage in public interviews or other discussions with the media, the public, or stakeholders including Massage Therapy schools, industry associations, and government bodies, with respect to issues involving the Board, committees, or matters before either. When their role(s) outside of the CMTCA necessitate discussion of CMTCA matters, committee members shall take care to only share information that is publicly available, such as by referring to the CMTCA website's public pages. In these situations, the committee members may refer inquiries to publicly available information on the CMTCA website, and refer the media or any other organization or individuals requesting further information or comment to the CMTCA Executive Director or their designate.

Where any committee member is unclear about whether an inquiry can be responded to, the member should raise the matter before the committee or, if this would cause unreasonable delay and the matter is urgent, the member should contact the Executive Director.

Upon ceasing to be a committee member, or at the request of the CMTCA, committee members will promptly return to the CMTCA all confidential information relating to the CMTCA that is in their possession or control, shred any printed materials, and delete any stored confidential files from their electronic devices.

Committee members are bound by this duty of confidentiality during their term as a committee member and this duty continues indefinitely after their term ends.

Committee members will be proactive in identifying and reporting any breach of this policy.

Committee members acknowledge that any violation of this policy could cause harm to the CMTCA and frustrate the committee's and the Board's deliberations. Therefore, any committee member who violates this policy may be subject to the termination of their committee position.

