

<b>Section:</b>	<b>Cannabis Licensing Board</b>	<b>Effective Date:</b>	<b>April 15, 2019</b>
<b>Number:</b>	<b>CB-2019-01</b>	<b>Last Revised:</b>	
<b>Item:</b>	<b>Board Confidentiality</b>	<b>Reference:</b>	

## STATEMENT OF POLICY

This policy statement describes the requirements of Cannabis Licensing Board members to maintain confidentiality of all material (documents, comments, reports and relevant information) forwarded to them by the president with respect to a licence application, and information learned during board processes.

## AUTHORITY

*Cannabis Control and Regulation Act s. 30(1) 33(1), 41(6), 44(6), 49(4), 50(2), and 51(2).*

## RATIONALE

To ensure confidence in the integrity of the Cannabis Licensing Board in the performance of its duties under the Act and Regulations, all parties involved in the processes of the Board must be assured that personal and proprietary information is kept private and confidential.

## PROVISIONS

### Confidentiality

- Within the processes of the Board, Board members will receive materials and information that contain highly personal and proprietary information about the parties, including their criminal record check and financial information.
- Board members must ensure that during the review of application submissions that applicant's personal and proprietary information is not shared with persons who are not board members.
- All board members will keep anything said in the course of in-camera board meetings confidential.
- Board members must not engage in discussions with participants, applicants, or licensees outside the formal hearing process.
- In making public and/or private statements, Board members must not release information that is not generally available to the public, particularly individual comments during deliberations prior to decisions being made.
- When a board member makes a disclosure of a conflict of interest pertaining to an application or applicant to the chair, and is unable to participate in deliberations and decision-making of a particular application, that disclosure must be kept confidential.
- All personal and proprietary information learned about an applicant during the course of a review of an application and during hearings is considered confidential and must be protected and retained in a scrupulous manner.

- Board members must not communicate with the media in case confidential information is inadvertently revealed. Any communication with the media must be by the chair of the Cannabis Licensing Board and/or the Yukon Liquor Corporation.

***Confidentiality and Records Management***

- All information pertaining to a conflict of interest disclosure by a board member or by the Chair is considered confidential. Yukon Liquor Corporation must protect and retain this information in board member's files in a manner in keeping with the *Access to Information and Protection of Privacy Act*.

**RELATED FORMS**

**RELATED POLICIES & DIRECTIVES**


CB- 2019-02 Conflict of Interest

CB-2019-0X Board Code of Conduct

Approved by:



David Sloan  
Chair



Date: