



Confidentiality Guidelines

The following **must** be adhered to by all members of the search committee **in perpetuity**. A breach of confidence can be considered a serious violation of professional ethics and can result in the search being suspended.

- Deliberations of the search committee are confidential and confidentiality must be strictly maintained.
- Members must be able to express their opinions freely within the search committee, and those who communicate their views to the search committee must be able to do so in confidence.
- Members are expected to offer objective, candid and constructive comments about an applicant's merits without undue influence from colleagues external to the search.
- Information regarding the shortlisted candidates must not be disclosed outside the search committee until after each of the shortlisted candidates has agreed to an interview.
- Time period to retain all records: 2 years for successful candidates with Canadian citizenship or Permanent Residence (in Canada); 6 years for successful candidates without Canadian citizenship or Permanent Residence (in Canada). (Immigration Canada rules)
- Any search-related documents and records must be returned to the search chair in a manner that protects confidentiality and privacy. Securely dispose of the rest. Designate someone to collect and retain records.
- After the search, continued confidentiality about the proceedings and deliberations of the search committee must be maintained.