

CSHP Board and Branch Reference Manual

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TITLE: Privacy, Copyright, and Non-disclosure	REVISED: June 2018 (applicable parties and procedures) April 2017

PURPOSE:

This policy clarifies the Society’s expectations of privacy, retention of copyright and moral rights, and non-disclosure of confidential, privileged and/or proprietary information from volunteers who write publications and other products for CSHP.

POLICY:

Volunteers who write publications and other products for CSHP shall sign the Privacy, Copyright, and Non-Disclosure Agreement (provided in Schedule 1) before commencing work on publications and other products for CSHP. The relevant CSHP employees are also required to sign this agreement.

The Privacy, Copyright, and Non-Disclosure Agreement is renewed each time individuals agree to write publications and other products for CSHP.

This Policy applies to the following:

1. All CSHP volunteers who are involved in the Board, affiliated boards, committees, task forces, and working groups
2. CSHP, including its Branches, that rely on the contribution of volunteers in developing publications and other products for CSHP

Privacy:

Respecting the privacy of CSHP’s volunteers is extremely important. CSHP uses the names and contact information of persons involved in developing products to conduct business, such as scheduling **meetings** and distributing documents. Names and contact information may be shared with CSHP staff members, Board members, and other group members. CSHP does not share contact information with other individuals and/or organizations without permission.

Volunteers are expected to respect the privacy of other volunteers and to not share contact information without their consent.

Copyright:

1. CSHP holds copyright to the draft and final documents it produces.
2. Protecting CSHP’s interests is of utmost concern to CSHP.
3. Any potential or real conflicts of interest that compete with CSHP business must be identified, disclosed, and managed according to CSHP’s Conflict of Interest Policy.
4. All contributors to CSHP’s products transfer, assign, and otherwise convey all copyright ownership and waive moral rights to CSHP. These rights extend to any format in which a publication may exist, including, but not limited to print, re-print, and electronic formats.

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5. Volunteers who have contributed to a publication or other product must obtain written permission from CSHP before reproducing the product or publication in whole or any substantial part thereof, in future works of their own.
6. CSHP acknowledges the contributors to publications by sharing their names in the publication.

Non-disclosure:

Volunteers may be exposed to information that is confidential, privileged and/or proprietary in nature. These individuals are expected to not share information about publications and other products under development and to refer all requests for information on product development to CSHP staff. Such information is to be kept confidential both during and after volunteer service. Volunteers are required to return or delete materials containing privileged or confidential information at the time of separation or expiration of service.

The copyrights, including intellectual property rights and moral rights of others, are respected.

PROCEDURES:

1. The relevant employee provides applicable individuals working on CSHP publications or other products with the Privacy, Copyright, and Non-Disclosure Agreement (provided in Schedule 1) and requests that the form be read and signed before the development of work on publications and other products for CSHP.
2. CSHP volunteers who are involved in the Board, affiliated board, committees, task forces, and working groups are required to read and sign the Privacy, Copyright, and Non-Disclosure Agreement. These individuals are expected to submit their form to the relevant employee at CSHP before developing publications and other products for CSHP.
3. The relevant employee signs the Privacy, Copyright, and Non-Disclosure Agreement once it has been read, signed, and submitted by volunteers.
4. The relevant employee stores the Privacy, Copyright, and Non-Disclosure Agreement forms signed by both parties at the CSHP office.

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PRIVACY, COPYRIGHT, AND NON-DISCLOSURE AGREEMENT

The Canadian Society of Hospital Pharmacists (CSHP) relies on the contribution of many individuals in developing publications and other products. CSHP is grateful for the contribution of time and expertise provided by these volunteers. Such individuals are asked to read and sign this agreement.

- (1) Respecting the privacy of CSHP’s volunteers is extremely important. CSHP uses the names and contact information of persons involved in developing products to conduct business, such as scheduling meetings and distributing documents. Names and contact information may be shared with CSHP staff members, Board members, and other group members. CSHP does not share contact information with other individuals and/or organizations without your permission. You agree to respect the privacy of other volunteers and to not share contact information without their consent.
- (2) While many perspectives inform CSHP’s products, CSHP holds copyright to the draft and final documents it produces.
- (3) CSHP’s interests are each volunteer’s utmost concern when working on publications and other products. Any potential or real conflicts of interest that compete with CSHP business must be identified, disclosed, and managed according to CSHP’s Conflict of Interest Policy.
- (4) All contributors to CSHP’s products transfer, assign, and otherwise convey all copyright ownership and waive moral rights to CSHP. These rights extend to any format in which this publication may exist, including, but not limited to print, re-print, and electronic formats.
- (5) Volunteers who have contributed to a publication or other product must obtain written permission from CSHP before reproducing the product or publication in whole or any substantial part thereof, in future works of their own.
- (6) CSHP acknowledges the contributors to publications by sharing their names in the publication.
- (7) All CSHP volunteers who are involved in the Board, affiliated boards, committees, task forces, and working groups may be exposed to information that is confidential, privileged and/or proprietary in nature. These individuals are expected to not share information about publications and other products under development and to refer all requests for information on product development to CSHP staff. Such information is to be kept confidential both during and after volunteer service. Volunteers are expected to return or delete materials containing privileged or confidential information at the time of separation or expiration of service.
- (8) The copyrights, including intellectual property rights and moral rights of others, are respected. I will not plagiarize the work of anyone else; any aspect of the authored work that may be derived from the works of others will have been properly cited. I further certify that I will obtain permission to use any work cited in my authored work that exceed the exceptions to infringement of copyright and moral rights section of the Copyright Act: this permission will be given to CSHP before the product is published.

If you have any questions or concerns about the above agreement, please contact the relevant employee at CSHP.

I accept the rules and expectations described in this agreement:

Contributor’s Signature _____
 Printed Name _____ Date _____

CSHP Employee’s Signature _____
 Printed Name _____ Date _____