

Society of Obstetricians and Gynaecologists of Canada Confidentiality Agreement

Purpose

The Society of Obstetricians and Gynaecologists of Canada (SOGC) is committed to maintaining the integrity, trust, and professionalism of its governance, scientific, educational, and operational activities. Individuals who participate in SOGC activities may have access to confidential information that has not been publicly released.

This Confidentiality Agreement establishes the responsibilities of individuals who receive or have access to confidential SOGC information while participating in SOGC committees, working groups, author groups, review activities, advisory roles, projects, programs, or other SOGC business.

This agreement applies throughout an individual's participation with the SOGC and continues after their role or appointment has ended.

Who This Agreement Applies To

This agreement applies to any individual who participates in SOGC activities or receives confidential SOGC information, including but not limited to:

- Board Directors
- Committee members
- Working Group members
- Clinical Practice Guidance authors
- Peer reviewers
- Scientific reviewers
- Clinical Expert reviewers
- External advisors
- Consultants
- Volunteers
- Contractors
- Company representatives participating in SOGC programs
- Any other individual acting on behalf of, or working with, the SOGC

Confidential Information

Confidential Information includes any non-public information obtained through participation in SOGC activities, regardless of format.

Examples include, but are not limited to:

- meeting agendas, minutes, and discussions;
- draft guidelines, reports, recommendations, and other documents;
- scientific reviews, peer reviews, and committee deliberations;
- applications submitted to SOGC programs;
- business, financial, operational, or strategic information;
- personal information;
- correspondence and internal communications;
- information received from applicants, sponsors, partners, collaborators, or external organizations that is not publicly available; and
- any information identified by the SOGC as confidential.

Confidential Information does not include information that is publicly available through authorized release by the SOGC.

Confidentiality Obligations

I agree to:

- ☐ Maintain the confidentiality of all Confidential Information obtained through my participation with the SOGC;
- ☐ Use Confidential Information solely for the purpose of fulfilling my responsibilities to the SOGC;
- ☐ Not disclose Confidential Information to any person or organization unless authorized by the SOGC;
- ☐ Take reasonable measures to protect Confidential Information from unauthorized access, disclosure, or loss;
- ☐ Securely store confidential documents and securely destroy or return materials when requested by the SOGC;

- ☐ Refrain from discussing confidential matters in public places or with individuals who are not authorized to receive the information;
- ☐ Promptly notify the SOGC if I become aware of any actual or suspected unauthorized disclosure or loss of Confidential Information; and
- ☐ Continue to protect Confidential Information after my participation with the SOGC has ended.

Use of Artificial Intelligence and External Platforms

Confidential SOGC information must not be uploaded, entered into, or processed by publicly available artificial intelligence tools, external websites, cloud-based services, or other third-party platforms unless expressly authorized by the SOGC.

This restriction includes draft documents, committee discussions, scientific reviews, applications, personal information, proprietary information, and any other confidential materials.

Return or Destruction of Materials

Upon completion of my role, or upon request by the SOGC, I agree to promptly return or securely destroy confidential documents and materials, including electronic copies, unless otherwise instructed by the SOGC.

Breach of Confidentiality

Failure to comply with this agreement may result in actions deemed appropriate by the SOGC, including:

- removal from committees, working groups, reviewer panels, or other appointments;
- termination of participation in SOGC activities or programs;
- restriction from future participation with the SOGC; and
- any additional actions permitted under applicable SOGC policies or law.

Acknowledgement

By signing below, I acknowledge that:

- ☐ I have read and understand this Confidentiality Agreement.
- ☐ I agree to comply with the confidentiality obligations described above.
- ☐ I understand that these obligations continue after my participation with the SOGC has ended.
- ☐ I understand that failure to comply with this agreement may result in appropriate action by the SOGC.

Full Name

Role / Position

Committee, Program, Project or Activity (if applicable)

Signature

Date

If you have questions regarding this policy or disclosure form, please contact the SOGC at research@sogc.com.