



**CCMG-CCGM National Office**  
4 Cataraqi Street, Suite 310  
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## **CCMG Confidentiality Statement**

The CCMG must meet the highest ethical standards in order to merit the trust and confidence of its members, the research community, government and the public. The purpose of this document is to ensure that CCMG Board and Committee members, who act on behalf of the College, understand how to recognize a potential or perceived conflict of interest, and how to abide by the principles of ethical behaviour when a conflict arises between a member's private interests and his/her duties within the CCMG.

### **Confidentiality**

CCMG Board and Committee/Working group members must ensure that:

- Where specifically directed, all documentation and information that CCMG entrusts to them is maintained in strict confidence at all times and used only for the purpose for which it was originally collected;
- Where specifically directed, documentation is stored in a secure manner to prevent unauthorized access. It must also be transmitted using secure techniques and when it is no longer required, it must be destroyed in a secure manner.
- Any loss or theft of secure documentation must be reported to CCMG

### **CONFIDENTIALITY DECLARATION**

I hereby declare, that I am aware of the confidentiality policy and agree to abide by it and that any violation may result in my removal from CCMG committee and/or CCMG working groups.

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**NAME (please print)**

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**SIGNATURE**

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**DATE**



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## **Conflict of Interest**

A conflict of interest arises when a person's duties and responsibilities within the CCMG are compromised or impeded by any other interest (private, professional, business or public) or relationships. There may be a real, perceived or potential conflict of interest for a CCMG Board/Committee/Working Group member: A conflict of interest may be deemed to exist when CCMG Board/Committee/Working Group members are unable to provide an impartial opinion of the issue being discussed for any reason. The CCMG President and/or Board reserves the right to resolve areas of uncertainty and to determine if a conflict exists. All conflict of interests should be declared within the "Conflict of Interest Declaration" section of this document.

The situations in which potential conflict of interest may arise cannot be exhaustively set out. Conflicts may include the following situations:

- Training and/or accreditation: a person who has supervised a trainee and is in a position to influence that trainee's CCMG examination outcome or who is in a position to negatively influence the CCMG accreditation status of a competing laboratory or clinic.
- Transacting with the Organization: when a person has a material, direct or indirect, interest in a transaction or contract with organization.
- Interest of a Relative: when a relative or family member of a committee or working group member is a principal, officer or representative of a business or organization for which the CCMG is conducting business with.
- Financial gifts: when a person or other family member accepts gifts, payments services or anything else of nominal value which could be perceived as influencing a decision, from a business or organization for which the CCMG is conducting business with.
- Competing interests: When a CCMG member of a committee/working group is concomitantly a member of another group/organization of competing interests

## **Disclosure and Compliance Measures**

Any CCMG Board/Committee/Working group member who has a real or perceived conflict of interest must promptly disclose the conflict to the remaining CCMG Board or Committee members and, where deemed appropriate by the President or Chair, recuse themselves from further participation in the related discussion or vote. Such disclosures and recusal shall be documented and retained for the record.



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### CONFLICT OF INTEREST DECLARATION

**Name (First, Last Name):**

**CCMG Committee/Working Group:**

I hereby declare, that:

- I am not aware of any actual, potential or perceived COI with respect to my role within the CCMG.
- Described below are the actual, potential or perceived COI(s) arising as a result of my role within the CCMG.
- I am not currently under investigation by any organization for reasons of breach of conflict of interest or breach of ethical policies on responsible conduct.

Complete the sections below that apply to you **now** and **during the past two (2) calendar years**

	Company/ Organization	Time Period	Details	Mitigation Plan (Y/N)
I or a relation of mine have had a professional or personal relationship (real or perceived) that may influence my position on the issue being discussed/voted upon				
I or a relation of mine have a direct or indirect (real or perceived) financial interest that might influence my position on the issue being discussed/voted upon				
I have received/offered an honorarium from an Industry organization				
I have been an employee or, provided consulting services to, or undertaken a leadership role with an Industry organization that is relevant to the issue being discussed/voted upon				
I or a relation of mine hold an investment interest in connection with an Industry that may influence my position on the issue discussed/voted upon				



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Other potential conflicts not covered by the above descriptions can be declared in the space provided below

If a conflict(s) is declared above; after discussing the conflict(s) with the committee/working group chair or CCMG board, provide a mitigation plan to address each conflict.

**Confirmation**

I have read and understood the *Conflict of Interest and Confidentiality Agreement*, I agree to comply with these requirements and I have declared and reviewed all real or perceived conflict of interests.

I understand that any breach of this agreement will result in a review of the matter, with the CCMG President and/or Board of Directors reserving the right to take appropriate action - including, but not limited to, my removal from the CCMG Board or Committee/Working Group. Any action that CCMG may or may not take will not prevent a person or organization whose privacy rights have been compromised from seeking legal action against the respondent.

By signing this form, I certify that all information provided is correct and accurate to the best of my knowledge. Any change in the above information will be immediately communicated to the CCMG Board, Committee or Working Group Chair and if necessary, I will withdraw from the participation in the relevant CCMG activity until a resolution has been reached and I am determined to be eligible to participate in CCMG activities.

\_\_\_\_\_  
**NAME (please print)**

\_\_\_\_\_  
**NAME (please print)**  
**Committee/Working Group Chair or Designate**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**SIGNATURE**  
**Committee/Working Group Chair or Designate**

\_\_\_\_\_  
**DATE**

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Approved by the CCMG Board of Directors, January 16, 2019.

Reviewed and approved by the CCMG Board of Directors, April 10, 2025