



Confidentiality Policy

Scope

This policy applies to all Ontario Sailing staff and volunteers who may be exposed to confidential information through written materials, verbal conversation or electronic access.

Policy

As a staff, or volunteer with ongoing responsibilities, with Ontario Sailing individuals may become aware of or have access to certain confidential information. Such confidential information may consist of financial, human resources, and athlete related information, which may include financial statements, performance appraisals, discipline issues, and other information relating specifically to the operation of Ontario Sailing. Other such confidential information may consist of information concerning a person, athlete or partner, whether an employee or otherwise, whether from a personnel record or financial information or otherwise.

All such information is strictly confidential and shall not be discussed with any other person except as completely necessary in the performance of one's responsibilities. Disclosing confidential information to another person without appropriate purpose would be a serious detriment to the organization.

Where the awareness of confidential information may require acting upon, individuals will relay such information to the Executive Director or Board Chair in confidence. Staff and volunteers will not carelessly, recklessly or willfully handle, manage or otherwise compromise the confidentiality of any confidential information.

*Board approved last: May 17, 2021
Review date: May, 2024*

Operational Procedures

Volunteers and staff are required to sign a "Confidentiality Agreement" as a condition of their involvement. Breach of this agreement will result in discipline, up to and including termination of the relationship with Ontario Sailing.

Last reviewed: May 17, 2021

Operational procedures are not approved by the Board of Directors. Operational procedures are approved by the Executive Director.