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, safe sport related 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: July 8th 2024
Review date: May 2027

Operational Procedures

Confidentiality is a component that is involved both explicitly and inexplicitly in many of the policies of the organization. Training and onboarding of staff and volunteers will highlight the processes and specific procedures that are in place throughout operations to ensure confidentiality is respected in all areas.

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

Last reviewed: October 30th, 2024

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