

CONFIDENTIALITY POLICY

POLICY PURPOSE:

The purpose of this policy is to ensure that confidential information will not be divulged to anyone other than those who are authorized to receive such information.

POLICY SCOPE:

This policy applies to the Board of Directors and committee members of the Mississauga Skating Club (MSC).

POLICY STATEMENT:

It is the policy of MSC that Board and committee members will not disclose confidential information belonging to or obtained through their affiliation with MSC to any person, including relatives, friends, and business and professional associates, unless MSC has authorized disclosure. Board and committee members shall use confidential information solely for the purpose of performing services as a Board or committee member for MSC. This policy is not intended to prevent disclosure where disclosure is required by law.

Board and committee members must demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information.

Reasonable measures must be taken to protect confidential information and in the event that confidential information is lost, stolen, or otherwise compromised, it must be reported immediately to the Club President.

Guidelines:

- a) All matters that are the subject of any 'in camera' portion of any meeting are confidential until disclosed in an open meeting.
- b) All matters that are before a committee are confidential unless they have been determined not to be confidential by the Chair of the relevant committee following consultation with the MSC President.
- c) Confidential information is the exclusive property of MSC and any writing, document or other material containing confidential information shall be returned to MSC upon completion of an individual's or group's engagement with the organization.

Failure to adhere to this policy may result in disciplinary measures as outlined in the Club's Discipline Policy. This Confidentiality Policy complements MSC's Privacy Policy, ensuring all information is handled according to relevant legislation.