



Upper Canada Skating Club - Policy and Procedure

Confidentiality Policy

Document Classification: Policy

Related By-Law(s): 4.2 Eligibility of Directors, 4.21 Standard of Care

Related Document(s): General Dispute Policy & Procedure and Discipline Policy and Procedure
control:

Implementation	Date: July 1, 2022
Next review by board	Date: July 1, 2024

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. This policy also provides the Board members and committee members with guidelines for handling confidential information.

POLICY scope:

This Confidentiality Policy applies to all Upper Canada Skating Club (UCSC) Board members, committee members, staff, coaches and volunteers.

POLICY statement:

Confidential Information

Confidential or proprietary information regarding UCSC's operations, past, current or future and which are not readily available to the public nor are a matter of public record may not be disclosed. This material may include, without limitation the following types of information or material, in whatever form, both existing and contemplated, regarding UCSC: organizational information, including, without limitation, contractual arrangements, marketing plans and techniques, methods of operations, production processes, methods and methodologies that are not standard practice or that are not generally known, plans, strategies, tables and compilations of business and industrial information acquired by or on behalf of UCSC, tactics, policies, resolutions, patents and patent applications, trade mark and trade name applications; any litigation or negotiations; information concerning suppliers; marketing information, client and customer lists, donor lists, strategies, methods, clients and market research data; financial information, including cost and performance data, debt arrangements, and funding; operational



information, including, without limitation, trade secrets, know-how, concepts, data, designs, flow charts, specifications, product plans, technical designs and drawings, engineering specifications, computer hardware and software and software codes; personnel information, including personnel lists, resumes, personnel data, organizational structure and performance evaluations; and, any other information that UCSC would like to treat as, or considers to be confidential (**Confidential Information**).

Access and Handling Confidential Information

Access to Confidential Information either indirectly or directly may be provided to an individual or group for the sole purpose of performing specific duties and responsibilities, and any other use is strictly prohibited. Such Confidential Information obtained pursuant to a specific position with UCSC, except as is necessary for the performance of related duties and responsibilities in such position or authorized by law or with written authorization from the UCSC Board of Directors shall not be disclosed. In addition, use of such information for personal advantage or speculation is strictly forbidden. If Confidential Information is used or disclosed in violation of this Confidentiality Policy, irreparable harm to UCSC may result. As a result, UCSC may, pursue any and all remedies in law or in equity to which it may be entitled.

It is the policy of UCSC that board and committee members of UCSC will not disclose confidential information belonging to or obtained through their affiliation with UCSC to any person, including relatives, friends, and business and professional associates, unless UCSC 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 UCSC. 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 and should, for example, refrain from leaving confidential information contained in documents or on computer screens in plain view. Upon the end of a board or committee member's term, the director or committee member shall return all documents, papers, and other materials that may contain confidential information in their possession.

Reasonable measures must be taken to protect Confidential Information. In the event that Confidential Information is lost, stolen, or otherwise compromised, it must be reported immediately to the UCSC Board of Directors.

Failure to adhere to this policy will result in disciplinary measures outlined in the club's General Dispute policy and procedure and Discipline policy and procedure.



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 UCSC President and/or Executive Director. The overall purpose and objective of this policy will serve as points of reference in making such determinations.
- c) Confidential information is the exclusive property of UCSC and any writing, document or other material containing Confidential Information shall be returned to UCSC upon completion of an individual's or group's engagement with the organization.

This Confidentiality Policy complements UCSC's Privacy Policy, ensuring all information is handled according to relevant legislation.