

## **TORONTO ISLAND CANOE CLUB**

### **CONFIDENTIALITY POLICY**

#### **Policy Statement**

Toronto Island Canoe Club (TICC) is committed to the values of ethical conduct, integrity, honesty and respect for others. TICC, and the many individuals involved in activities of the TICC, has access to both personal and confidential information. The protection of this information is essential for legal, ethical and business reasons.

#### **Purpose**

The purpose of this policy is to clarify the responsibilities of TICC, and of individuals involved in activities of TICC, in managing confidential information.

#### **Application**

The policy applies to all persons engaged in activities with or employed by TICC, including directors, officers, committee members, volunteers and employees (including contract personnel) who have access to confidential information, as defined in the section "Definition of Confidential Information".

This policy is in addition to the TICC Policy Concerning the Protection of Personal Information, which governs the collection, use and disclosure of personal information in a manner that complies with the federal Personal Information Protection and Electronic Documents Act (PIPEDA).

*Approved by the TICC Board of Directors February 23, 2020*

## **Definition of Confidential Information**

In this policy, "Confidential Information" includes, but is not limited to,

- a) Personal Information as defined in the TICC Policy Concerning the Protection of Personal Information, including names, home addresses, e-mails, telephone numbers, date of birth, health and medical information;
- b) Human resources matters including contracts of employment, salaries and performance appraisals of employees of TICC;
- c) Legal matters including business contracts; and
- d) Intellectual property related to the business or affairs of TICC, including data, printed materials, technology, computer programs, manuals, business plans, marketing plans and financial information.
- e) Any information designated as confidential by the Commodore or Board of Directors of TICC.

## **Responsibilities of Individuals**

Employees and contract personnel will respect the confidentiality provisions of their respective contracts of employment or services.

Persons involved with TICC, whether as a director, officer, committee member or other volunteer will not, either during the period of their involvement or any time thereafter, publish, communicate, divulge, disclose, use, reproduce or distribute to any person or organization any Confidential Information about the business, affairs or personnel of TICC, unless expressly authorized to do so.

All files and written materials relating to the business, affairs or personnel of TICC will remain the property of TICC and upon request of TICC, the employee, contractor or individual involved with TICC will return all Confidential Information received in written or tangible form, including copies, or reproductions or other media containing such Confidential Information.

Members of the Board of Directors of TICC have unique responsibilities to maintain the confidentiality of Board business, to communicate to the public only those matters that the Board has agreed may be communicated and to do so in the manner prescribed by the Board, and to publicly support the positions taken and decisions made by the Board.

*Approved by the TICC Board of Directors February 23, 2020*

## **Responsibilities of TICC**

TICC will not divulge to outside parties any personal information about an employee or contract personnel, including but not limited to place of residence, home phone number, date of hire, or earnings, without the employee or contract personnel's permission, unless required to do so by law.

Likewise, TICC will not divulge to outside parties any personal information about a director, officer, committee member or volunteer, unless expressly authorized to do so, permitted to do so in accordance with approved policies of TICC, or required to do so by law.

TICC will respect the confidentiality of medical information supplied by any athlete to TICC by not supplying the information to outside parties without the express consent of the athlete, unless required to do so by law or in accordance with the Canadian Anti-Doping Program or CKC's anti-doping policies.

## **Ownership of Intellectual Property**

Copyright and any other intellectual property rights in all written material (including material in electronic format) and other works produced in connection with employment or volunteer involvement with TICC will be owned solely by TICC, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. TICC may grant permission for others to use such written material or other works, subject to such terms and conditions as TICC may prescribe.

## **Enforcement**

Failure to adhere to this policy may give rise to discipline, as determined by the Board of Directors of TICC.

*Approved by the TICC Board of Directors February 23, 2020*