



## **GSC Confidentiality Policy**

### **Policy purpose:**

This policy provides the board of directors and committee members with broad guidelines for handling confidential information

### **Policy scope:**

This policy applies to the board of directors and committee members of the Guelph Skating Club.

### **Policy statement:**

It is the policy of the Guelph Skating Club that board and committee members of the Guelph Skating Club will not disclose confidential information belonging to or obtained through their affiliation with the Guelph Skating Club to any person, including relatives, friends, and business and professional associates, unless the Guelph Skating Club 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 the Guelph Skating Club. 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.

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