

Confidentiality Policy

The Ontario Senior Games Association (OSGA) Board of Directors, Committee members, volunteers, and staff members shall not disclose any confidential information belonging to or obtained through their affiliation with the OSGA to any person, including relatives, friends, and professional associates, unless the OSGA Board of Directors has authorized the disclosure. This policy is not designed to prevent disclosure where it is required by law, but to protect the integrity of the work conducted by the Board of Directors.

Confidentiality is the keeping of information, knowledge and/or data related to the operation of a business that is not in the public domain, or publicly available. It is expected that Board members, volunteers, and staff of the OSGA demonstrate professionalism, sound judgement, and integrity at all times in handling any information related to the OSGA to avoid unauthorized or improper disclosure of confidential information.

The OSGA Board of Directors, committee members, volunteers, and staff of the OSGA shall not report independently on board or committee action and shall not independently share decisions to external stakeholders prior to the agreed upon communication method. Any communication with the media should be passed through the Board to ensure no confidential information gained through their capacity as a director will be exposed or used for personal gain.

All Board members, committee members, volunteers and staff shall return, all documents, papers, and other materials, which may contain or be derived from confidential information, in his/her possession upon their retirement, resignation or removal from the organization.

It is expected that OSGA Board members, committee members, volunteers, and staff affiliates, will not use trade secrets, client lists, or other confidential information acquired by virtue of being associated with the OSGA, even after they complete their service with the OSGA. Both personal and financial information that is confidential shall not be shared externally and care should be taken to avoid unauthorized people from overhearing or seeing confidential conversations or materials.

Misused or unauthorized disclosure of OSGA's confidential information could result in disciplinary action including, but not limited to removal or termination.

I have read the OSGA's confidentiality policy above and agree to abide by the requirements of the policy and to inform the Board Chair immediately if I believe any violation (unintentional or otherwise) of the policy or this statement has occurred.

Signature _____ Name _____ Date _____

Approved by the Board of Directors on _____