

SKATE ONTARIO CONFIDENTIALITY POLICY

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

In the course of your engagement with Skate Ontario, you may become aware of past, current or future information regarding Skate Ontario's operations including: financial, human resources, program delivery, and employees and community members affected by such. Employees, contractors and volunteers are required to keep such information private and only disclose such information where authorized by law or with written authorization. In addition, use of such information for personal advantage or speculation is strictly forbidden.

Guidelines:

- All matters that are the subject of any in camera portion of any meeting are confidential until disclosed in an open meeting
- 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 President and/or Executive Director. The overall purpose and objectives of this policy will serve as points of reference in making such determinations.
- Confidential information is the exclusive property of Skate Ontario and any writing, document or other material containing confidential knowledge or information shall be returned to Skate Ontario upon completion of your engagement with the organization

This policy complements Skate Ontario's Privacy Policy, ensuring all information is handled according to relevant legislations.

