



Confidentiality

Policy Statement

The purpose of the Confidentiality Policy (“Policy”) is to ensure confidential information (as defined below) will not be divulged to anyone other than those who are authorized to receive such information. This Policy complements SO’s Privacy Policy, ensuring all information is managed according to relevant legislation.

Scope/Applicability

This Policy applies to all SO (“SO”) Stakeholders as defined herein. The obligations under this Policy to preserve Confidential Information (as defined below) extends beyond and continues after the end of a Stakeholder’s engagement with SO.

Definitions

Confidential Information:

Confidential or proprietary information regarding SO’s past, current, or future operations and which are not readily available to the public nor are a matter of public record may not be disclosed. This may include, without limitation, the following types of information or material, in whatever form, both existing and contemplated, regarding SO:

- i. organizational information, including, without limitation, contractual arrangements, business and marketing plans and information, market research data, strategies, tactics, programs and techniques, methods of operations, processes, methods and methodologies that are not standard practice or that are not generally known, plans, tables and compilations of business information acquired by or on behalf of SO, policies, procedures, standards, resolutions, and intellectual property such as patents, trade marks, trade names and applications therefore;
- ii. any summaries, reports, drafts or working versions of documents that contain Confidential Information.
- iii. communications or records regarding internal SO matters and assets, including operational details and audits.
- iv. any pending or threatened litigation, or negotiations in respect of any legal claims.
- v. information and agreements concerning vendors, suppliers, and other external parties.
- vi. information and agreements concerning SO members, and participants in SO programs, obtained pursuant to SO operations and SO policies, including personal information as described in the SO Privacy Policy.
- vii. financial information, including budgets, revenue forecasts, cost and performance data, investments, debt arrangements, and funding.
- viii. personnel information, including personnel lists, resumes, personnel data, payroll information, staffing and organizational structure, and performance evaluations; and
- ix. any other information that SO would like to treat as, or considers to be, confidential, whether marked as confidential or propriety (collectively, “Confidential Information”).

In addition, all matters that are the subject of any in camera portion of any meeting are confidential until disclosed in an open meeting. Furthermore, 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 SO Chair and/or Executive Director. This Policy shall assist in making such determinations.

Stakeholders:

Stakeholders include athletes, coaches, officials, team managers, contractors, employees, directors, committee members, volunteers, and participants.



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Use of Confidential Information

Access to Confidential Information either indirectly or directly may be provided to a Stakeholder for the sole purpose of performing specific duties and responsibilities, and any other use is prohibited. Such Confidential Information obtained pursuant to a specific task or position with SO shall not be disclosed except as is necessary for the performance of related duties and responsibilities for such task or in such position, or as authorized by law, or with the written authorization from the SO Executive Director. Confidential Information is the exclusive property of SO and any writing, document or other material containing Confidential Information shall be returned to SO upon completion of a Stakeholder's engagement with SO.

In certain circumstances, SO is obligated by law or by order of a tribunal of competent jurisdiction to disclose confidential information regardless of whether consent is provided.

Use of Confidential Information for personal advantage or speculation is forbidden.

If Confidential Information is used or disclosed in violation of this Confidentiality Policy, irreparable harm to SO may result, and SO may pursue all remedies in law or in equity to which it may be entitled.

Reasonable measures must be taken to protect Confidential Information. If Confidential Information is lost, stolen, or otherwise compromised, it must be reported immediately to the SO Executive Director.

Policy Breach

Any breach of this Policy will be treated as a serious offence. The Stakeholder(s) who breach this policy may be subject to disciplinary action, at the sole discretion of SO, up to and including expulsion from membership in SO and/or Skate Canada.

Contact Us

If you have questions or comments about this Policy, you may contact us in the following ways: in person, by telephone (905) 212-9991 or by email to info@skateontario.org.

Policy Administration

SO, maintains and reviews this Policy every three years at a minimum in accordance with our Policy Management Policy.