

## **Ontario Cycling**

### **Confidentiality Policy**

#### **Scope**

This policy applies to all individuals elected, appointed, employed, or contracted by Ontario Cycling.

#### **Policy**

The purpose of the policy is to ensure that all individuals who are elected, appointed, employed, or contracted by Ontario Cycling maintain confidentiality with respect to Confidential Information pertaining to Ontario Cycling and its operations.

#### **Procedure**

In the course of their employment or engagement with Ontario Cycling, employees, contractors, and volunteers may become aware of personal and Confidential Information relating to our business practices, members, sponsors, donors, suppliers, and possibly even other employees, contractors, and volunteers of the organization. Employees, contractors and volunteers are required to keep any such information private and only disclose such information where authorized by law or with written authorization by the President & CEO. In addition, use of such information for personal advantage or speculation is strictly forbidden.

This Policy's objective is to address matters of confidentiality in a manner that:

- a) Facilitates the operations of Ontario Cycling, the Board, and its committees, while maintaining the highest business and ethical standards.
- b) Protects the integrity of Ontario Cycling, the Board, and its committees.
- c) Allows for appropriate levels of transparency and accountability in matters handled by employees and before the Board and its Committees.
- d) Supports the maintenance of effective relationships among Board and Committee members, employees, and other interested parties.

#### **Prohibitions and Obligations**

Individuals elected, appointed, employed, or contracted by Ontario Cycling shall sign and submit a confidentiality agreement upon election, appointment to a committee/council or acceptance of employment with Ontario Cycling.

By signing the Confidentiality Agreement, the individual accepts an obligation not to disclose or discuss with another person or entity, or to use for their own purposes, Confidential Information concerning the business, activities, and affairs of Ontario Cycling that has been received in their capacity serving Ontario Cycling, unless otherwise authorized by the Board, or, in the case of an employee or contractor, by the President & CEO.

In addition, individuals elected, appointed, employed, or contracted by Ontario Cycling shall not make any statement to interested parties, the media, or the public, unless authorized by the Chair of the Board, or in the case of an employee or contractor, by the President & CEO.

## **Policies – Confidential Information**

All matters that are the subject of any *in camera* portion of any meeting of the Board are considered Confidential Information, until disclosed in an open meeting of the Board of Directors.

All matters that are before a Committee are considered Confidential Information, unless and until determined not to be confidential by the Chair of the relevant Committee, following consultation with the Chair of the Board (for Committees of the Board) or the President & CEO (for Operational Committees).

All Confidential Information acquired or handled by employees shall be collected, used, stored, transported, transmitted, and (as appropriate) destroyed in a manner that is appropriately secure given the nature of the information and the related circumstances. Confidential Information shall be disclosed by employees only when necessary to carry out the duties of their job.

Employees, contractors, and volunteers who are in doubt as to whether certain information is confidential are to contact the President & CEO, before divulging any such information.

## **Non-Compliance**

Failure to adhere to this policy is a violation of the Ontario Cycling Code of Conduct and may be subject to sanction under the Ontario Cycling Discipline and Complaints Policy. In the case of an employee or contractor, non-compliance may result in additional sanctions to be determined by the President & CEO, including the termination of the individual's employment agreement or contract with Ontario Cycling.

## **Forms**

Confidentiality Agreement for Employees & Contractors  
Non-Disclosure Agreement  
Ontario Cycling Directors Agreement

## **Related Policies**

Code of Conduct & Ethics Policy  
Privacy Policy