Ontario Cycling

Confidentiality Policy

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

Policy
The purpose of this 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.

Interpretation
For the purpose of this policy:

"Board" means Ontario Cycling's Board of Directors; and

"Confidential Information" includes:

(a) personal and confidential information relating to Ontario Cycling's business practices, activities and affairs, and/or its members, sponsors, donors, suppliers, employees, contractors and volunteers;

(b) all discussions during any *in camera* portion of any Board meeting; and

(c) all matters that are before a committee 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).

Procedure
In the course of their employment or engagement with Ontario Cycling, employees, contractors and volunteers may become aware of Confidential Information. Employees, contractors and volunteers are required to keep Confidential Information confidential and private and only disclose Confidential Information where authorized by applicable law or with prior written authorization by the Chair of the Board, or, in the case of an employee or contractor, by the President & CEO. In addition, use of Confidential 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 the Board and committee members, employees, and other interested parties.

Obligations and Prohibitions
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 or engagement by Ontario Cycling.

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

Policies – Confidential Information

All Confidential Information acquired or handled by employees shall be collected, used, stored, transported, transmitted, retained and (as appropriate) destroyed in a manner that is appropriately confidential and secure given the nature of the Confidential Information and the related circumstances.

Employees, contractors, and volunteers who are in doubt as to whether certain information is Confidential Information are to contact the President & CEO before disclosing any such information to any other person or entity.

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, up to and including the termination of the relevant employment agreement or contract.

Board of Director Name (please print)	
Signature	
Date	