



Confidentiality Policy

As a staff or a volunteer with ongoing regular responsibilities with Row Ontario, individuals may become aware of, or have access to, certain confidential information. Such confidential information may consist of financial, human resources, and athlete-related information, which may include financial statements, performance appraisals, information about safe sport related issues, or other information relating specifically to the operations of Row Ontario. Other such confidential information may consist of information concerning a person, athlete or corporate partner, whether an employee or otherwise, whether from a personnel record or financial information or otherwise.

All such information is strictly confidential and shall not be discussed with any individual or group except as completely necessary in the performance of one's responsibilities. Disclosing confidential information to another person without appropriate purpose would be a serious detriment to the organization.

Staff and volunteers will not carelessly, recklessly or willfully handle, manage or otherwise compromise the confidentiality of any confidential information. However, where the awareness of confidential information requires acting upon, individuals will relay that information to the Chief Executive Officer or Chair of the Board of Directors in confidence.

This policy compliments Row Ontario's Privacy Policy, ensuring all information is handled appropriately.

Volunteers and staff are required to sign a "Confidentiality Agreement" (see following) as a condition of their involvement. This agreement, once signed, will continue in perpetuity. Breach of this agreement will result in discipline, up to and including termination of the relationship with Row Ontario.

Board approved last: December 9th, 2024

To be reviewed by: March 2027

