



## **CONFIDENTIALITY POLICY**

As a staff or a volunteer with ongoing regular responsibilities with ROWONTARIO, 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 discipline issues, and other information relating specifically to the operations of ROWONTARIO. Other such confidential information may consist of information concerning a person, athlete or 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 other person 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 Executive Director or Board President in confidence.

This policy compliments ROWONTARIO's Privacy Policy, ensuring all information is handled according to relevant legislation.

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

***Reviewed and Approved by  
The Board of Directors  
March 24, 2018***



**ROWONTARIO  
VOLUNTEER AND STAFF CONFIDENTIALITY AGREEMENT**

I, the undersigned, understand that, from time to time in the performance of my role as a volunteer or staff with ROWONTARIO I may become aware of or have access to confidential information.

Such confidential information may consist of financial or partner-related information (including athlete-based), which may include awareness of sponsor information, financial information, medical information, personal situations and other information relating to the operations of ROWONTARIO.

In any event, I understand that certain disclosures of such confidential information to another would be a detriment to the respective interests of ROWONTARIO, and the other party. I therefore agree that I will not disclose or allow or tolerate the disclosure of any confidential information to another except for the express purpose of and as necessary in the performance of my responsibilities and duties. I also agree to support the privacy policy of ROWONTARIO in all my actions with information available to me.

I 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, I will relay such information to the Executive Director or Board President in confidence.

I further understand that any act or failure to act contrary to the foregoing will subject me to a review by the Executive Director and/or Board and may result in restriction from further participation with ROWONTARIO.

Dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Witness' Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness' Signature