

## **1.11 Confidentiality Policy and Procedure**

### **SCOPE**

This Policy applies to all employees, contractors and volunteers.

### **POLICY**

The policy of Golf Ontario is to ensure that Confidential Information will only be disclosed to those individuals who have a legitimate need to know such information and who are authorized to receive Confidential Information.

Exceptions to this Policy may be made only with the approval of the Executive Director or the president of the Board.

### **CONFIDENTIAL INFORMATION and PERSONAL INFORMATION**

"Confidential Information" means any and all information, (whether in oral, written or electronic form) relating to Golf Ontario's business and affairs, including information about Golf Ontario's finances, technology, know-how, intellectual property, assets, strategy, products, employees, contractors, volunteers and customers, including without limitation information relating to management, financial, marketing, technical and other arrangements or operations of or with any person, firm, or organization associated with Golf Ontario.

Included in Confidential Information will be information about identifiable individuals ("Personal Information"), which may be subject to increased regulation due to federal or provincial laws.

### **PROCEDURE**

In the course of their employment or involvement with Golf Ontario, employees, contractors and volunteers may receive Confidential Information. Employees, contractors and volunteers are required to keep any Confidential Information private and only disclose such Confidential Information to individuals within Golf Ontario who have a reasonable need to receive such Confidential Information or to others with written authorization of the Executive Director or the president of the Board or as required by law.

Information about identifiable individuals, including employees, contractors, volunteers, competitors, Golf Ontario members, competitors, suppliers and customers ("Personal Information") is included within the definition of Confidential Information. All Personal Information should be kept confidential and not used or disclosed for any purposes other than those for which the individual concerned has consented, either explicitly or implicitly. Any requests for disclosure, destruction or amendment of Personal Information should be directed to the Executive Director or the president of the Board. Golf Ontario



will comply with all legal requirements relating to Personal Information in its power or control in accordance with the Golf Ontario Privacy Policy.

Use of Confidential Information for personal advantage of any kind, whether direct or indirect, is strictly forbidden.

All persons who are presented with an offer of employment or engagement from Golf Ontario will be required to sign a Confidentiality Agreement consistent with this Policy prior to commencing employment or their engagement.

Employees, contractors and volunteers who are in doubt as to whether certain information is Confidential Information or what restrictions may exist relating to such Confidential Information are to contact the Executive Director for direction before disclosing or using any such Confidential Information.

Failure to comply with this Policy may result in disciplinary action up to and including dismissal in accordance with established policies relating to employees, contractors and volunteers.

## **FORMS**

Confidentiality Agreement – for Employees and Contractors

Confidentiality Agreement – for Volunteers (on line)

Oath of Office and Confidentiality Agreement – for Board Members

## **RELATED POLICIES**

Code of Conduct & Ethics Policy

Privacy Policy