



Confidentiality Policy:

The Bruce Ski Club is committed to protecting its proprietary confidential information.

PURPOSE

The purpose of this Policy is to ensure the protection of personal and confidential information that is proprietary to Bruce Ski Club.

PREAMBLE

Any volunteers, administrators, contract personnel, executive and board members of the Bruce Ski Club, or any individual approved by the Bruce Ski Club to handle any responsibilities involving confidential information, are required to understand the nature and scope of and adhere to the Bruce Ski Clubs Confidentiality Policy.

References

This policy is adapted from Cross Country Ski Ontario's (XCISO) Confidentiality Policy.

<https://xcskiontario.ca/about/policies/>

POLICY

1. This Policy applies to all categories of membership within the Bruce Ski Club's Bylaws as well as all individuals employed by, or engaged in activities with, the Bruce Ski Club. Persons affected by this Policy include, but are not limited to, athletes, coaches, officials, volunteers, administrators, contract personnel, executive and board members of Bruce Ski Club.
2. Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or posted publicly.
3. The term "Confidential Information" includes, but is not limited to, the following:
 - Personal information including:
 - Home address
 - Email address
 - Personal phone numbers
 - Date of birth
 - Medical history
 - Information Contained in Volunteer Disclosure Forms
 - Police Vulnerable Sector Checks
 - Information Contained in Reference Checks



4. Bruce Ski Club executive and board members voluntarily publishing or consenting to the publication of basic personal information in a public forum (such as the listing of an email address on a website) forfeit the expectation of confidentiality for that personal information for as long as it is available publicly.

RESPONSIBILITIES

5. Bruce Ski Club executive and board members will not, either during the period of their involvement with the Bruce Ski Club or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement unless expressly authorized to do so.
6. Bruce Ski Club executive and board members will not publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Confidential Information without the express written consent of the Bruce Ski Club executive and board.
7. Bruce Ski Club executive and board members will not use, reproduce, or distribute Confidential Information without the express written consent of the Bruce Ski Club executive and board.
8. All files and written materials relating to Confidential Information will remain the property of the Bruce Ski Club and, upon termination of involvement with the Bruce Ski Club or upon request of the Bruce Ski Club, the Bruce Ski Club executive and board members will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

ENFORCEMENT

9. A breach of any provision in this Policy may be subject to legal recourse, and or termination of the employment or volunteer position.

