

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 valuable business-related information will not be divulged to anyone other than those who are authorized to receive such information.

Exceptions to this policy may be made only with the approval of the Executive Director.

PROCEDURE

In the course of their employment or engagement with Golf Ontario, employees, contractors and volunteers may become aware of personal and confidential information relating to our business practices, members, sponsors, donors, suppliers, and possibly even other employees, contractors and volunteers of the organization. Employees, contractors and volunteers are required to keep any such information private and only disclose such information where authorized by law or with written authorization. In addition, use of such information for personal advantage or speculation 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 prior to commencing employment or their engagement.

Employees, contractors and volunteers who are in doubt as to whether certain information is confidential are to contact the Executive Director before divulging any such information.

Failure to comply with this policy may result in disciplinary actions up to and including dismissal in accordance with established policy.

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