

Ancaster Skating Club: Confidentiality Policy



Approved by the ASC Board of Directors on April 21, 2026

Purpose

The purpose of this Confidentiality Policy is to ensure that all personal, sensitive, and confidential information pertaining to the Ancaster Skating Club in Ontario, its members, employees, volunteers, and other stakeholders is safeguarded and handled with the utmost care and integrity. This policy aims to protect the privacy of individuals and the integrity of the club/skating school and to ensure that confidential information will not be divulged to anyone other than those who are authorized to receive such information.

Application

This policy applies to all members, Board of Directors, employees, volunteers, coaches, contractors, and any other individuals associated with the Ancaster Skating Club who may have access to confidential information.

Definition of Confidential Information

Confidential Information includes, but is not limited to:

- Personal information of skaters, employees, volunteers, and other stakeholders (e.g., names, addresses, phone numbers, email addresses, medical information, and financial information).
- Internal documents, reports, and communications.
- Business operations, strategies, and plans.
- Any other information designated as confidential by the club/skating school.

Responsibilities

All individuals covered by this policy are responsible for:

- Respecting and protecting the confidentiality of all information they encounter.
- Using confidential information only for its intended purpose.
- Disclosing confidential information only to individuals authorized to receive it.
- Ensuring that confidential information is stored securely and not left unattended.

Handling of Confidential Information

- **Access:** Access to confidential information shall be restricted to authorized individuals only.
- **Storage:** Confidential information must be stored in secure locations (e.g., locked cabinets, password-protected digital files).
- **Transmission:** When transmitting confidential information (e.g., sending financial information or a confidential report via email or other digital means), appropriate security measures such as encryption or password protection should be used. Where appropriate, a statement will be included in the sender's email signature or at the start of the email stating that the email contains personal and confidential information and is intended only for the recipient.
- **Disposal:** Confidential information that is no longer needed must be disposed of securely (e.g., shredding paper documents, permanently deleting digital files).

Breach of Confidentiality

Any suspected or actual breach of confidentiality must be reported immediately to the President/Chair of the Board of Directors. An investigation will be conducted, and appropriate actions will be taken, which may include disciplinary measures.

Compliance with Laws

This policy is designed to comply with the relevant privacy and confidentiality laws and regulations in Ontario, including the Personal Information Protection and Electronic Documents Act (PIPEDA).