



THUNDER BAY ROWING CLUB CONFIDENTIALITY POLICY

As a staff, or a volunteer with ongoing regular responsibilities, with Thunder Bay Rowing Club, individuals may become aware of, or have access to, certain confidential information. Such confidential information may consist of financial, human resources, and member related information, which may include financial statements, performance appraisals, discipline issues, and other information relating specifically to the operations of Thunder Bay Rowing Club. Other such confidential information may consist of information concerning a person, member 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.

Where the awareness of confidential information may require acting upon, individuals will relay such information to the Board President in confidence. Staff and volunteers will not carelessly, recklessly or willfully handle, manage or otherwise compromise the confidentiality of any confidential information.

This policy compliments Thunder Bay Rowing Club'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 Thunder Bay Rowing Club.

***Reviewed and Approved by
The Board of Directors
March 19 2023***



**THUNDER BAY ROWING CLUB
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 Thunder Bay Rowing Club I may become aware of or have access to confidential information.

Such confidential information may consist of financial or partner related information (including member based), which may include awareness of sponsor information, financial information, medical information, personal situations and other information relating to the operations of Thunder Bay Rowing Club.

In any event, I understand that certain disclosures of such confidential information to another would be a detriment to the respective interests of Thunder Bay Rowing Club, 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 Thunder Bay Rowing Club in all my actions with information available to me.

Where the awareness of confidential information may require acting upon I will relay such information to the Board President in confidence. I also agree that I will not carelessly, recklessly or willfully handle, manage or otherwise compromise the confidentiality of any confidential information.

I further understand that any act or failure to act contrary to the foregoing will subject me to a review by the Board of Directors, and may result in restriction from further participation with Thunder Bay Rowing Club.

Dated this _____ day of _____, _____.

Name

Witness' Name

Signature

Witness' Signature