



ALPINE ONTARIO ALPIN POLICIES
UPDATED APRIL 2016
REVISED MARCH 2018

6.0 CONFIDENTIALITY POLICY

Policy Objective:

AOA provides services to just under 5,000 athletes as well as a number of coaches, volunteers, and officials. Under our mandate, we are responsible for keeping participant (athletes and staff) information confidential, whether verbal or written. Confidential information includes all information that is not generally known which is related directly to the business or assets of AOA.

Application of Policy:

Criteria

- 6.1 We as an organization will not disclose clients and information relating thereto, whether personal and financial that is not already of public knowledge
- 6.2 All AOA staff will be properly briefed on their roles on keeping information confidential, and their obligations to protecting the privacy of their patrons.
- 6.3 Information will be stored securely and will only be of access to the appropriate individuals

AOA Member Obligation: protecting confidential information:

You agree that you will not disclose to others, use for your own benefit or for the benefit of anyone other than AOA, or otherwise misappropriate or copy, any confidential information, whether or not developed by you, except as required in the lawful performance of your employment duties to AOA, or if compelled by court or administrative subpoena or order.

- (1) Term: Your obligation to protect Confidential Information as defined above shall continue throughout your contract with AOA, and shall survive termination of your employment for so long as such information remains Confidential Information

GOVERNING LAW

This agreement shall be governed by and interpreted and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.

If this offer is acceptable to you, please sign the enclosed copy and return it to me and it will constitute the full agreement of your employment between you and AOA.