

Confidentiality Policy

1. Purpose

- a. To define the acceptable use and practices of confidential information for all Ontario Table Tennis Association (OTTA) employees, consultants, contractors, Board/Committee members and guests using or disseminating OTTA information.
- b. To inform parents, athletes and stakeholders how personal information is collected, used, disclosed and protected.
- c. To help these parties use this information responsibly for the purpose of conducting business on its behalf.

2. Policy

The abovementioned parties are to maintain confidentiality with respect to information pertaining to its operating including: **financial, human resources, and program delivery** and current employees and community members affected by such.

The following should be adhered and understood by all related parties:

- a. No employee should have any expectation of privacy as to his or her Email when using the OTTA's systems.
- b. All Email created using OTTA systems are the property of the OTTA.
- c. The overall use of e-mail, internet, cells and smartphones must not contravene the laws of any relevant jurisdiction.
- d. Laptops and/or computers are to be locked up or stored in a secure area when not in use.
- e. Files and documents should be kept in a secure area.

Respect for confidentiality is the cornerstone of trust and confidence within the OTTA. Board members, members, staff, agents, and volunteers must at all time respect the confidentiality of information obtained during the course of their service.

This policy more specifically provides that:

1. Board members, employees, agents, and volunteers shall not divulge any confidential information to any person unless expressly authorized by the OTTA or required by law to do so. This obligation continues indefinitely, even when no longer employed by or in the service of the OTTA.
2. Confidential information includes personal information about a Board member, member, employee, supplier or sponsor; and, sensitive organizational information, such as Board deliberations, proprietary, technical, business and/or financial information.
3. Board members, employees, agents, and volunteers are expected to exercise due diligence in the protection of confidential information. This includes, but is not limited to, such physical measures as the locking of file cabinets, the securing of personal computer databases, password protecting mobile devices and appropriately shredding confidential documents.
4. Paper files and documents shall not be removed from the OTTA office unless expressly and properly authorized, recorded and signed out for a specified time and purpose.
5. When remotely accessing corporate systems, a Board member or employee must do so from a secure environment using his or her own computer or one supplied by the organization. A Board member or employee must not access corporate information from publicly accessible systems, such as an Internet café or a friend or relative's computer, since confidential material may inadvertently remain on the outside system after such access.
6. Board members and employees, agents or volunteers may not use confidential association information for their own benefit or for the benefit of family or other close personal or professional associates.
7. No Board member, employee, agent or volunteer shall create or participate in the creation of a false or misleading record.

3. Non Compliance

All OTTA employees, consultants, contractors, Board/Committee members and guests with access to OTTA information and systems are responsible for taking the appropriate steps, as outlined in this policy to be compliant.

All members will be held accountable for any breaches of security, confidentiality, or illegal use and is grounds for immediate dismissal. The OTTA will comply with legal requests from any legitimate law enforcement and regulatory agencies for logs, diaries and archives on individuals' activities when requested.

Any decision rendered in accordance with this Policy may be appealed in accordance with the OTTA's related Policy.

4. Procedures

All OTTA employees, consultants, contractors, Board/Committee members and guests agree that they will not at any time disclose information identified by the other party as confidential to any person, corporation or third party and will make no use whatsoever of any information identified as confidential (other than in the ordinary and usual course of implementing this policy) without the prior written consent of the disclosing Party, unless required by law.

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Board members, staff, agents, and volunteers of the OTTA undertake to comply with this policy upon taking office and signing the Code of Conduct.

I _____, have read and understand the Code of Conduct of the OTTA
(Print First and Last Name) and agree to abide by the Code set out above.

Signature Date (dd/mm/YYYY)