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## CHAPTER 5 – Confidentiality

### 21. CONFIDENTIALITY POLICY

21.1 Individuals and Organizations may have access to Confidential Information. Confidential Information includes:

- a) Personal Information or Protected Information about Individuals or Organizations as defined in the Organization's Privacy Policy;
- b) Information that is not known or available to the Individual or Organization on a non-confidential basis prior to its disclosure to the Individual or Organization including financial information, strategic plans, intellectual property, and information related to the programs, business or affairs of the Organization or any Individual; and
- c) Information that is not known or available to the general public other than as a result of disclosure by the Individual or Organization.

21.2 Individuals and Organizations have a duty to take reasonable steps to secure Confidential Information and to not disclose such Confidential Information, including once the Individual ceases to work, provide services, or volunteer for the Organization. Individuals must not use information that is gained due to his or her relationship with the Organization for personal profit, or in order to further any personal, private or public interest.

21.3 Any intentional or negligent disclosure of Confidential Information to persons who the Individual or Organization knew, or ought to have known, should not have received the Confidential Information, or misuse of such Confidential Information, may result in sanctions under this Policy or the Organization's Discipline and Complaints Policy, as applicable.

21.4 Individuals and Organizations are required to maintain any information related to any Harassment, Discrimination, and Maltreatment Complaint, any other Complaints or appeals or other disputes strictly confidential unless authorized under other Organization's policies or bylaws. Any breach of such confidentiality reported to the Independent Complaints Assessor (ICA) or BCAS Case Manager or Sport Integrity Unit as a breach of this obligation by the Individual and Organization may result in an immediate sanction.