

## Confidentiality Policy

The purpose of this policy is to provide guidance and ensure that all directors, committee members and employees of the Alberta Basketball Association (ABA) maintain confidentiality with respect to the ABA's finances, human resources, operations and program delivery ("Confidential Information"), some of which may be proprietary, to:

- Facilitate the operations of the ABA, its Board of Directors, committees and employees while maintaining the highest business and ethical standards;
- Protect the integrity of the ABA, its Board of Directors, committees and employees;
- Allow for appropriate levels of transparency and accountability in matters handled by employees and before the ABA Board and committees; and
- Support the maintenance of effective relationships among directors, committee members, employees and other stakeholders.

### Duty of Directors, Committee Members and Employees

- Every director, committee member and employee owes the ABA a duty of confidence to not disclose or discuss with another person or entity, or use for his or her own purposes, Confidential Information concerning the business, activities and affairs of the ABA received in his or her capacity as a director, committee member or employee, unless otherwise authorized by the Board.
- No director or committee member shall make any statement to stakeholder groups, the media or the public unless such statement is authorized by the Board.
- No employee shall make any statement to stakeholder groups, the media or the public unless such statement is authorized by the Executive Director.
- The Executive Director serves as spokesperson for the ABA with stakeholder groups, the media or the public. The Executive Director's statements will be in accordance with ABA policy and the directions of the ABA Board of Directors.
- The President, or his/her designate, serves as spokesperson for the Board of Directors and Committees of the Board with stakeholder groups, the media or the public. The President, or his/her designate, will be in accordance with ABA policy and the directions of the ABA Board of Directors.

### Confidential Matters

- All matters that are the subject of any in camera portion of any meeting of the Board are confidential until disclosed in an open meeting of the Board of Directors.
- All matters that are before a committee are confidential unless they have been determined to not be confidential by the chair of the committee following consultation with the President and/or the Executive Director.
- All confidential information acquired or handled by employees shall be collected, used, stored, transported, transmitted and (as appropriate) destroyed in a manner that is appropriately confidential and secure given the nature of the information and the related circumstances. Confidential Information shall only be disclosed by employees in a manner that is appropriate given the nature of the information and the related



circumstances. Any questions or issues regarding the foregoing shall be addressed with the Executive Director.

Board Approval and Review –

- Policy reviewed by the ABA Staff in May 2023
- Policy reviewed by the ABA Board in \_\_\_\_\_ 2023
- Passed by ABA Board on \_\_\_\_\_, 2023