



FORT SASKATCHEWAN MINOR SPORTS ASSOCIATION

TITLE: CONFIDENTIALITY

POLICY #: 4070

Created: August 13, 2017	Last updated: May 29, 2018	Approved: XXXX
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the regulations that govern confidentiality of the Fort Saskatchewan Minor Sports Association's (FSMSA) Board of Directors.

2.0 Scope

This policy applies only to the elected members and Minor Sports representatives of the FSMSA Board of Directors.

3.0 Terms

Confidential Information – Information that must be kept private, including certain discussions during Board meetings, and personal information of participants in the FSMSA Minor Sport programs.

4.0 Policy

- 4.1 Members of the FSMSA Board of Directors must be able to speak freely and openly in discussions at Board meetings. These discussions are to be confidential, and only general information, decisions, and motions are to be noted in the meeting minutes.
- 4.2 As stated in the Disciplinary Policy (#4216), sections of meetings, hearings, or deliberations of the Board may be held “in camera” when it is in the best interest of the FSMSA that confidential discussions be held. In the event of an “in camera” meeting, only bona fide members of the meeting may attend, and any minutes of that meeting are confidential to only those who are eligible to attend. Individuals who come to the meeting and review the minutes have agreed to maintain the confidentiality of the proceedings. The minutes will not be circulated, but copies will be filed with the FSMSA Office.
- 4.3 The Board also has access to the personal information of its participants. This information can only be used for the purpose it was collected for. For further information about the Board's policies regarding personal information, see the Privacy Protection Policy (#4211) and the Client Privacy Policy (#4212).
- 4.4 Members of the Board may be removed from office for a breach of confidentiality that is likely to endanger the interests or reputation of the FSMSA as per the Code of Conduct Policy (#4210).