



Calgary District Lacrosse



Confidentiality Policy for Employees, Volunteers and Board Members – Dec 2017

Respecting the privacy of our clients, donors, members, staff, volunteers and of the Calgary District Lacrosse Association (CDLA) itself is a basic value of the CDLA. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the CDLA President. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Employees, volunteers and board members of the CDLA may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of the CDLA that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

Rationale

Confidentiality is the preservation of privileged information. By necessity personal and private information is disclosed in a professional working relationship. Part of what you learn is necessary to provide services to the members; other information is shared within the development of a helping, trusting relationship. Therefore, most information gained about individual members through an assignment is confidential in terms of the law, and disclosure could make you legally liable.

Before you begin your assignment as a staff member/volunteer, you should be aware of the laws and penalties for breaching confidentiality. Although the CDLA is liable for your acts within the scope of your duty, giving information to an unauthorized person could result in the CDLA's refusal to support you in the event of legal action. Violations of the provincial Freedom of Information and Protection Act are punishable upon conviction by fines.

Certification

I have read the CDLA's policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and inform the President immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with the CDLA.

Signature _____ Name _____ Date _____