



NOHAF Confidentiality Policy

Date Created:	Committee:	Date Approved:
	Safety and Risk Management	Dec 2023

Purpose

The purpose of this confidentiality policy is to establish guidelines for the protection, handling, and dissemination of confidential information by the Northern Ontario Hockey Association (NOHA) Board of Directors and Staff. It aims to maintain the confidentiality of sensitive information related to the NOHA's operations, discussions, decisions, and any other proprietary or confidential matters.

Scope

This policy applies to all members of the NOHA Board of Directors, staff, volunteers, contractors, and any other individuals associated with the NOHA who have access to confidential information.

Definition of Confidential Information

Confidential information includes, but is not limited to:

- Financial data, including budgets, funding sources, and financial performance.
- Personal information of members, volunteers, or any other stakeholders.
- Strategic plans, marketing strategies, or business plans.
- Discussions and decisions made during board meetings, committee meetings, or other NOHA gatherings.
- Any other information deemed confidential by the NOHA Board of Directors or Staff.

Responsibilities

- **Board of Directors and Staff:** All members must exercise due care and diligence to protect the confidentiality of information obtained during their roles.
- **Access Control:** Confidential information should only be accessed by individuals who require it to perform their duties. It should not be shared with unauthorized persons.
- **Non-Disclosure:** Individuals associated with the NOHA should not disclose confidential information to third parties without proper authorization, unless required by law.
- **Retention and Disposal:** Confidential information should be securely stored and, when no longer needed, disposed of in a manner that ensures complete destruction to prevent unauthorized access.

Communication of Confidential Information

- **Internal Sharing:** Information to be shared following NOHA Board of Directors' Meetings will be disseminated by the NOHA Office, unless otherwise specified during meetings.
- **Handling External Requests:** External requests for information should be directed to the designated personnel responsible for handling such inquiries, ensuring compliance with confidentiality standards and legal requirements.

Confidentiality Agreement

Upon joining the NOHA Board of Directors or Staff, individuals may be required to sign a confidentiality agreement, acknowledging their commitment to maintaining the confidentiality of sensitive information.

Breach of Confidentiality

Breach of this confidentiality policy may result in disciplinary actions, including termination of association with the NOHA, legal action, or other appropriate measures.

Review and Updates

This policy will be periodically reviewed and updated by the NOHA Board of Directors to ensure its relevance and effectiveness.