



## CONFIDENTIALITY POLICY

### PURPOSE

The purpose of this policy is to ensure the appropriate and respectful handling of all confidential, personal, and sensitive information related to Commonwealth Sport Canada's (CSC) operations, people, and programs.

CSC values open and transparent communication. At the same time, it recognizes that individuals engaged with CSC—whether in paid or volunteer roles—may have access to sensitive, personal, or privileged information. Improper use or disclosure of such information may compromise the integrity of CSC's work, violate individual privacy, and damage trust.

This policy applies to anyone involved with CSC in any capacity, including staff, contractors, volunteers, and program participants.

### POLICY

#### 1. Definition of Confidential Information

Confidential information includes, but is not limited to:

- 1.1 Any document explicitly marked "Confidential."
- 1.2 The proceedings of meetings unless stated otherwise in official records (e.g., minutes).
- 1.3 Personal information about any individual associated with CSC, unless it has been shared publicly through an authorized source (e.g., team handbook, official press release).
- 1.4 Medical or health-related information of any kind.
- 1.5 Any other information that is clearly private—either personal or organizational—and not intended for broader distribution.

#### 2. Maintaining Confidentiality

All confidential documents, conversations, reports, or statements must be treated with care and shared only with those who have a legitimate need to know.

#### 3. Responsibilities of Individuals with Access to Confidential Information

Everyone with access to confidential information is responsible for protecting it and should:

- 3.1 Store sensitive information securely.
- 3.2 Clearly mark confidential materials as such.
- 3.3 Share information only with those who have a legitimate, defined need to know, and inform them of its confidential nature.
- 3.4 Limit the reproduction and sharing of confidential materials to what is essential.



- 3.5 Take immediate action to stop any unauthorized disclosure and report the incident to the appropriate CSC lead (e.g., supervisor, committee chair, project manager).

#### **4. Handling Personal Information**

- 4.1 When collecting personal information, individuals must be informed of the purpose and who may access it.
- 4.2 Personal information will be used solely for the stated purpose for which it was collected.
- 4.3 Consent will be obtained before sharing an individual's personal information outside of its intended use.
- 4.4 If someone is seeking information about another individual, the individual being inquired about should be informed and, when appropriate, given the opportunity to respond directly.
- 4.5 Personal contact information (e.g., phone numbers, addresses) will not be shared or published without the explicit permission of the individual.

#### **5. Situations Where Information May Be Disclosed**

Confidential or personal information may be shared without consent only under the following circumstances:

- 5.1 If criminal activity, abuse, or harassment is suspected or reported.
- 5.2 When necessary to ensure fairness, justice, or the protection of CSC's interests.
- 5.3 When legally required (e.g., by court order, legislation).

#### **6. Breaches of Confidentiality**

Any breach of confidentiality will be taken seriously. Individuals found responsible may face disciplinary action, up to and including removal from their role. Disciplinary decisions will be made by the appropriate CSC representative (e.g., project lead, committee chair), in consultation with the President or their designate, unless otherwise specified by applicable policy.

##### Policy History

Created & Approved: July 17, 1998

Revised & Approved: June 19, 1999

Revised & Approved: December 2, 2003

Revised & Approved: March 8, 2006

Next Review Date:

##### Other Related Policies

CSC Conduct Policy

CSC Privacy Policy