



Confidentiality Policy

Purpose

The purpose of this confidentiality policy is to provide clear guidelines for the protection, handling, and sharing of confidential information by the Cochrane Minor Hockey Association (CMHA) Board of Directors and Bench Staff. This policy ensures that sensitive information related to CMHA operations, discussions, decisions, and other proprietary matters are appropriately safeguarded.

Scope

This policy applies to all members of the CMHA Board of Directors, Bench Staff and any other individuals associated with the CMHA who have access to confidential information.

Definition of Confidential Information

Confidential information includes, but is not limited to:

- Financial data such as budgets, funding sources, and financial performance.
- Personal information of players, families, volunteers, or other stakeholders.
- Strategic plans, development initiatives, or other business strategies.
- Discussions and decisions made during board meetings, committee meetings, or other CMHA-related events.
- Any other information deemed confidential by the CMHA Board of Directors or staff.

Responsibilities

- **Board of Directors and Bench Staff:** All members must act responsibly to protect confidential information obtained in their roles.
- **Access Control:** Confidential information should only be accessible to individuals who require it for their duties. It must not be shared with unauthorized persons.
- **Non-Disclosure:** No one associated with CMHA should disclose confidential information to external parties without authorization unless legally required.
- **Retention and Disposal:** Confidential information must be securely stored, and when no longer required, disposed of securely to prevent unauthorized access.

Communication of Confidential Information

- **Internal Sharing:** Information resulting from CMHA Board of Directors' meetings will be shared by the CMHA office unless otherwise directed during meetings.
- **Handling External Requests:** External inquiries about confidential information must be directed to the designated individual responsible for such requests to ensure compliance with confidentiality standards and legal requirements.

Confidentiality Agreement

All members of the CMHA Board of Directors, Bench Staff, and relevant individuals shall be required to sign



COCHRANE MINOR HOCKEY ASSOCIATION INC.
1 – 7 Tim Horton Drive Cochrane, ON P0L 1C0
e-mail: hockey.cmha@gmail.com

a confidentiality agreement, affirming their responsibility to maintain the confidentiality of sensitive information.

Breach of Confidentiality

Any breach of this policy may result in the termination of membership with the association, legal action, or other appropriate consequences.

Review and Updates

This policy will be reviewed and updated periodically by the CMHA Board of Directors to ensure it remains relevant and effective.



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Oath of Confidentiality

Except as I may be legally authorized or required, I, _____, will not discuss with or give to any person, any information or document that I have access to or see by reason of my being a member of the CMHA Board of Directors or Bench Staff.

I have read the CMHA Confidentiality policy and understand the consequences of breaching this policy.

DATED THIS _____ day of _____, 20____.
