

## **Section 1 – Ensuring Board Effectiveness**

### **Part A – Governance Framework**

#### 1 – Purpose

To ensure information which is confidential and/or privileged and proprietary in nature is appropriately safeguarded as a matter of professionalism and business ethics, and to comply with privacy legislation.

#### 2 – Policy

Respecting the privacy of our clients, agencies, donors, members, staff, volunteers and the Corporation itself is a basic value at all times.

All staff and volunteers at every level of the Corporation have a duty to disclose or to keep - confidential information. All volunteers are required to sign a confidentiality agreement when they commence activity with or on behalf of the Corporation. See Appendix 5 Confidentiality Agreement of the Board Policy Manual.

All staff must sign a confidentiality clause as a condition of their employment and receive periodic training through refreshers.

Unauthorized disclosure of confidential or privileged information is considered a serious violation of policy which will result in appropriate corrective action and/or discipline.

#### 3 – Scope

This policy applies to all volunteers and employees of the Corporation.

#### 4 – Procedures

In addition to the Code of Conduct section on Confidential or Privileged Information, personal and financial information is considered confidential and should not be disclosed or discussed with anyone without authorization from the CEO.

Care must 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.



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Staff and volunteers, including Directors, are expected to return materials containing privileged or confidential information at the time of concluding their service.

### **Reference**

By-law Article 5.19

United Way Simcoe Muskoka Code of Conduct

National Council of Non Profits