



## CONFIDENTIALITY POLICY

### Purpose

- The purpose of this Policy is to ensure that all Directors, Members of A Committee and Employees of Basketball World Toronto (BWT) maintain confidentiality with respect to Confidential Information pertaining to BWT's operations (including financial, human resources, and program delivery, and current Employees and community participants affected by such).
- This Policy is designed to provide guidance for each Basketball World Toronto Director, Members of A Committee and Employees with regard to confidential matters that arise. This Policy's objective is to address matters of confidentiality in a manner that: facilitates the operations of BWT and of its Board of Directors and its Committees while maintaining the highest business and ethical standards; protects the integrity of BWT and the Board and its Committees; allows for appropriate levels of transparency and accountability in matters handled by Employees and before the Board and its Committees; and supports the maintenance of effective relationships among Committee Members, Directors, Employees and other stakeholders.

### Definitions

- **"Board"** means the Board of Directors of BWT.
- **"Committee"** means a committee established by Basketball World Toronto.
- **"Committee Members"** means members of any Committee.
- **"Confidential Information"** includes information which a reasonable person would believe by its nature to be confidential, and may include financial information, human resources information, and program delivery information, and information about Employees and community members affected by such.
- **"Meeting"** means a meeting of the Board or a Committee, as applicable.
- **"Policy"** means this Confidentiality Policy.
- **"Employees"** means employees of BWT.
- **"BWT"** means Basketball World Toronto.

### Duty of each Director, Committee Member and Employee

(a) Each Director, Members of A Committee and Employee owes to Basketball World Toronto a duty of confidence not to disclose or discuss with another person or entity, or to use for his or her own purposes, Confidential Information concerning the business, activities and affairs of Basketball World Toronto received in his or her capacity as a Director, Members of A Committee or an Employee unless otherwise authorized by the Board.

(b) Each Director and Members of A Committee shall not make any statement to stakeholder groups, the media or the public unless such statement is authorized by the Board. Each Employee shall not make any statement to stakeholder groups, the media or the public unless such statement is authorized by the Executive Director. Normally, as required and appropriate:

i) The Executive Director serves as spokesperson for BWT with stakeholder groups, the media or the public; and

ii) The Chair of the Board (or, when requested by the Chair of the Board, the Vice-Chair of the Board) serves as spokesperson for the Board of Directors and Committees of the Board with stakeholder groups, the media or the public.

### **Confidential Matters**

(a) All matters that are the subject of any in camera portion of any Meeting of the Board are confidential until disclosed in an open Meeting of the Board of Directors.

(b) All matters that are before a Committee are confidential unless they have been determined not to be confidential by the Chair of the relevant Committee following consultation with the Chair of the Board and / or the Executive Director. The overall purpose and objectives of this Policy will serve as points of reference in making such determinations.

(c) All Confidential Information acquired or handled by Employees shall be collected, used, stored, transported, transmitted and (as appropriate) destroyed in a manner that is appropriately confidential and secure given the nature of the information and the related circumstances. Confidential Information shall only be disclosed by Employees in a manner that is appropriate given the nature of the information and the related circumstances. Employees shall address any questions or issues regarding the preceding to the Executive Director (and the Executive Director shall address any questions or issues regarding the preceding to the Chair of the Board).