



# Ontario DanceSport

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## CONFIDENTIALITY POLICY

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### CONFIDENTIALITY

1. Directors should treat as confidential all sensitive and personal matters and all matters pertaining to negotiations with third parties; it is incumbent on Directors who believe that a matter is confidential to classify it as such; notwithstanding the foregoing, Directors should classify matters as confidential sparingly; Directors should assume that, when a matter is not classified as confidential, it will be widely circulated and/or discussed amongst the Members of Ontario DanceSport.
  - any messages sent to the Board by e-mail shall not be forwarded, either in whole or as part of another message, to anyone else without the permission of the original sender
  - any e-mail messages to the Board marked "Confidential" in the subject line shall be treated as confidential, and therefore not sent, either in whole or as part of another message to any non-board members
2. Directors are entitled to report the Board's decisions to Members, and to define their position regarding issues, but should try to treat as confidential a description of who voted for what.
3. The Membership list will be confidential and will be made available only with the explicit agreement of the Board.
4. Members who submit complaints to the Board will be required to identify themselves and be specific regarding the party or issue that is the object of the complaint i.e. the Board will not act on, or respond to, anonymous or ambiguous complaints; at its option, and with the concurrence of the complainant, the Board may elect to keep the identity of the complainant confidential.
5. Breaches of confidentiality are unacceptable.