



Confidentiality Policy

Approved by the Squash Ontario Board of Directors on May 27, 2022.

Definitions

"Squash Ontario information" is information that is acquired solely by reason of involvement with Squash Ontario and it is under an obligation to remain confidential. This includes any information concerning the past, present and contemplated services, products, processes, and procedures for Squash Ontario. It also includes providing, marketing, distributing and selling goods or services related to the business of Squash Ontario, including, without limitation, information, knowledge or data relating to training programs, manuals, designs, compilation of information, data, databases, programs, methods, techniques, equipment, customer/member information, names, contact information, preferences and skills.

Application

This policy applies to all Squash Ontario Board members, staff, and volunteers.

General Obligations

1. Unless authorized to do so by the Board or it's designate, you may not at any time:
 - a) Disclose any Squash Ontario Information to any person, firm, association, syndicate, joint venture, partnership or corporation; or
 - b) Use any Squash Ontario Information other than in the ordinary and usual course of the business of Squash Ontario.

2. Upon ceasing to be a Director, staff, or volunteer, or at any other time upon request of the Board, you are to:
 - a) Immediately return any Squash Ontario Information in your possession including, without limitation, paper and electronic copies, and notes whether prepared by yourself, other Directors or the SO Office; and
 - b) Not retain any copies or other reproductions or extracts thereof.

3. If you are in doubt about whether you are or may be non-compliant with this policy, you should promptly request and comply with the advice of the Board or it's designate.