



## **Ontario 5 Pin Bowlers' Association**

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### **CONFIDENTIALITY POLICY**

This policy was created in conjunction with our Privacy Policy.

#### **Confidential Information**

All information and oral information a Member of the Ontario 5 Pin Bowlers' Association (Corporation) receives, regardless of whether such information was provided before or after this policy was created, or how it was provided, is considered confidential.

Confidential information means all data and information relating to the operation of the Corporation, including:

1. Member and staff information, which includes dates of birth and contact information.
2. Corporation operations, which includes internal personal and financial information.
3. General operation of the Corporation.
4. All Board Member discussions and meetings.

Confidential information does not include:

- A. Information that is generally known by its Members.
- B. Information that is now or subsequently becomes generally available to the Corporation.

#### **Confidential Obligations**

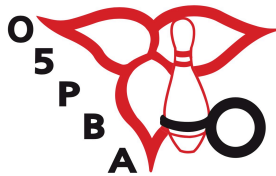
Except as otherwise stated the Members of the Corporation must keep confidential information confidential.

Except as otherwise provided, the confidential information will remain confidential and will only be used if it is directly or indirectly detrimental to the Corporation or any Members affiliated with the Corporation.

The Corporation may disclose confidential information if required by law or by the request or requirement of any judicial, legislative, administrative or other governmental body.

Any confidential information of its Members or staff may be used only with the consent of the party involved, save and except if required by law.

The Corporation agrees to retain all confidential information at their usual place of business and to store all confidential information separate from other information and



documentation held in the same location. Further the confidential information may not be used, reproduced, transformed, or stored on a computer or device that is accessible to persons to whom disclosure may not be made.

Any knowledge the Corporation receives of the breach of release of confidential information will result in disciplinary action, which action will be the responsibility of the Corporation.