**CONFIDENTIALITY POLICY**

The XXX values the principles of openness and transparency. At issue is the degree of confidentiality required in its discussions and decisions. The degree of confidentiality must balance the need to be accountable to the affiliated members with the sensitive nature of much of its business.

The following procedures are intended to ensure that the business operations of the XXX are transparent while fulfilling its responsibility to be fair and to respect the privacy of individuals.

1. The nature of the XXX’s business involves discussion on items that are sensitive in nature and/or have confidentiality requirements.
2. Pre circulated documents and materials that are deemed confidential will be marked accordingly.
3. At the close of all meetings of the XXX*,* the Chair of the meeting shall identify those items, if any**,** that shall remain confidential and ensure that there is a communication plan in place for all sensitive items.
4. Discussions within meetings with respect to specifically identified items shall remain confidential until such time or under such conditions as shall be approved by the Commissions, Committees/Workgroups and/or the BD. Such matters may include but are not limited to:
	* Discussions related to athletes’ selection
	* Protests, Appeals and legal matters
	* Results of research studies
	* Human resource matters
	* Discussions on major financial transactions, e.g. budget available for agreements, purchase/sale of property, tenders
	* Discussions related to the formulation of policy
	* Trade Marks and Intellectual Properties
5. The following items shall remain confidential at all times and shall only bereleased in *accordance with specific policies related to that item but not limited to:*

- Employee salaries

- Employee performance appraisals

- Secret ballots

- How individuals voted on a decision, unless a recorded vote is provided for by the applicable regulations or Terms of Reference

- Items which indicate agreements’ terms and conditions shall remain confidential

- Items which by law are required to be treated as confidential

6. Meeting draft notes/minutes shall not be circulated beyond the participants until approved for circulation by the corresponding Chairperson.

7. The Confidentiality Declaration / Agreement below shall be completed by all individuals who have access to confidential information as outlined in number 3and 4 above. Agreements will be signed at the time of election/appointment and each year thereafter. Staff members’ declarations will be completed in conjunction with their annual performance appraisal.

8. Individuals who have signed confidentiality agreements with the XXX will continue to be bound by the obligations of the confidentiality agreement even after they cease to be actively involved in decision making on behalf of the XXX.

**CONFIDENTIALITY AGREEMENT** (elected, appointed persons and staff members)

Each person who works as an elected/appointed person, volunteer or staff member of the XXX by his/her act of participating agrees to the following:

1. I understand that some aspects of the XXX’s business are highly confidential in nature.
2. I will ensure, to the best of my abilities, the confidentiality and security of all XXX information and materials.
3. I understand that I will continue to be bound by the obligations of the confidentiality agreement even after I have ceased to be actively involved in decision making on behalf of the XXX.

Family Name: First name:

Position: Body:

Signature: Date:

Witness Name: Date: