



Confidentiality Policy

It is the policy of the Ontario Fencing Association (the “OFA”) that board members and employees of the OFA will not disclose confidential information belonging to, or obtained through their affiliation with the OFA to any person, including their relatives, friends, and business and professional associates, unless the OFA has authorized disclosure. Such confidential information pertains to its operations, including: financial, human resources, and program delivery and current employees and community members affected by such.

This policy is not intended to prevent disclosure where disclosure is required by law.

Board members, volunteers and employees are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information and should, for example, refrain from leaving confidential information contained in documents or on computer screens in plain view.

Upon separation of employment and at the end of a board member’s term, he or she shall return all documents, papers, and other materials that may contain confidential information.

Failure to adhere to this policy will result in discipline, up to and including separation of employment or service with the OFA.