



Bowls Alberta



Confidentiality Policy

Purpose:

The purpose of this policy is to ensure the protection of confidential information, which is proprietary to Bowls Alberta (BA), by making all of its members aware that there is an expectation of how all items of communications will be dealt with.

Policy Application:

1. All communication received by a BA Board Member or the Executive Director (if received in written form via email or otherwise) shall be considered general correspondence, unless marked by the sender with a confidentiality or privacy clause. As such, said correspondence could be released to the membership via copying with the minutes of the subsequent general meeting or at the request of a member in good standing.
2. All written communication, in any form, received by any Board Member or the Executive Director, that contains a privacy clause, shall be made available to and discussed amongst only the BA Board of Directors and the Executive Director. As such, said communication shall not be released to the membership, and shall not be divulged, copied, or disclosed without the expressed written consent of the originator.
3. Any verbal communication received either by a Board Member or the Executive Director may be discussed by the Board (either in writing or verbally) then may be designated as “Private and Confidential”.
4. All communication (in written form) amongst Board Members or between any Board Member and the Executive Director shall be considered “Private and Confidential” and remain for their eyes only. As such, said communication shall not be released to the membership, and shall not be divulged, copied, or disclosed without the expressed written consent of the originator.

Enforcement:

1. Any breach of any provision in this policy may give rise to discipline or legal recourse, in accordance with BA’s *Discipline & Complaints Policy*.