

Preamble:

To guide Pride Winnipeg personnel with how to handle confidential information.

Policy Statement:

Security and confidentiality of confidential information is of the utmost importance to Pride Winnipeg. It is the responsibility of all personnel involved with the Organization to respect and maintain the security and confidentiality of confidential information. Pride Winnipeg personnel must understand their responsibilities to protect and safeguard the confidential information to which they have access to as a result of their involvement with the Organization.

Procedures:

1. For purposes of this policy, "Confidential Information" is defined as information disclosed to a Pride Winnipeg Managing Member or known to that individual as a consequence of the individual's involvement with Pride Winnipeg, and not generally known outside Pride Winnipeg, should not be known outside Pride Winnipeg or is protected by law. Examples include any document with a "CONFIDENTIAL" header and information discussed and/or disclosed during close-session meetings.
2. During the involvement of a Managing Member with the Organization and after leaving the Organization, the Managing Member will hold all confidential information in trust and confident, and will only use, access, store, or disclose confidential information, directly or indirectly, as appropriate in the performance of the Managing Member's duties for Pride Winnipeg.
3. All Pride Winnipeg Managing Members must comply with all applicable provincial and federal laws and Organization policies relating to access, use and disclosure of confidential information.
4. A Managing Member will not removal materials containing confidential information from its approved location unless it is necessary in the performance of the person's job duties.
5. Managing Members will safe guard all confidential information that they have access to and have been given knowledge of.
6. Managing members will not seek or obtain any confidential information involving any matter which does involve or relate to the person's job duties.
7. Confidential information may not be maliciously tampered with, altered or destroyed.
8. Each Managing Member must promptly report to an Officer any known violations of this policy.

DATE	AMENDED DETAILS	VERSION NUMBER