

Mississauga Camera Club

Policy Statement: **Treatment of Member Information**

From time to time, Directors and Members acting on behalf of Directors, such as Team Leaders, are the recipients of information that may be construed as private or sensitive. This includes typical information such as family information, health condition, address, phone number, next of kin, etc. This information must not be divulged except where necessary for emergency support, or inquiries made by officials such as Police, Ambulance attendants.

All Members of the club are expected to adhere to this policy which includes the following restrictions and direction:

- Do Not disclose official information or documents acquired through membership of the Board or team leader, other than as required by law or where agreed by decision of the Board
- Respect the confidentiality and privacy of all information as it pertains to individuals
- Ensure information gained as a Director/ Team Leader is only applied to proper purposes, respecting the privacy of the individual(s) involved
- know that if there are any questions regarding the Code the President should be consulted
- understand that breaches of this Code may result in disciplinary action, up to and including suspension of membership

Ratified by the Board on January 11, 2019

To be Incorporated into Policy Manual for the Mississauga Camera Club