

Ontario Weightlifting Association Confidentiality Policy

Purpose

The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to the Ontario Weightlifting Association (OWA).

Application of this Policy

This Policy applies to all members as noted within the OWA Bylaws as well as all individuals employed by, or engaged in activities with, the OWA. Persons affected by this Policy include, but are not limited to; athletes, coaches, officials, volunteers, managers, administrators, contract personnel, committee members, and directors and officers of the OWA (hereinafter "OWA Representatives").

Acknowledgment

Before or upon assuming their official duties, all individuals must sign a Non-Disclosure Agreement certifying they have read and agree to abide by the standards as defined in this policy.

Confidential Information

The term "Confidential Information" includes, but is not limited to, the following:

- a) Personal information of OWA Representatives including:
 - i. Home address
 - ii. Email address
 - iii. Personal phone numbers
 - iv. Date of birth
 - v. Financial information
 - vi. Medical history
 - vii. Police Vulnerable Sector Checks

- b) OWA intellectual property, proprietary information, and business related to OWA programs, fundraisers, procedures, business methods, forms, policies, marketing and development plans, advertising programs, creative and training materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, registration lists, software, financial information, and information that is not generally or publicly known or distributed.

Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or posted publicly.

OWA Representatives voluntarily publishing or consenting to the publication of basic personal information in a public forum (such as the listing of an email address on a website) forfeit the expectation of confidentiality for that personal information for as long as it is available publicly.

Responsibilities

OWA Representatives will not, either during the period of their involvement/employment with the OWA or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement/employment, unless expressly authorized to do so.

OWA Representatives will not publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Confidential Information without the express written consent of the OWA.

OWA Representatives will not use, reproduce, or distribute Confidential Information without the express written consent of the OWA.

All files and written materials relating to Confidential Information will remain the property of the OWA and, upon termination of involvement/employment with the OWA or upon request of the OWA, the OWA Representative will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

Intellectual Property

Copyright and any other intellectual property rights for all written material (including material in electronic format or posted on a website) and other works produced in connection with employment or involvement with the OWA will be owned solely by the OWA, which shall have the right to use, reproduce, or distribute such material and works, in whole or in part, for any purpose it wishes. The OWA may grant permission for others to use its intellectual property.

Enforcement

A breach of any provision in this Policy may be subject to legal recourse, termination of the employment or volunteer position, or sanctions pursuant to the Ontario Weightlifting Association *Discipline and Complaints Policy*.

Review and Approval

This Policy was last reviewed and approved by the Board of Directors on August 20, 2020.

DOCUMENT HISTORY

Adopted	March 11, 2013
Amended	August 20, 2020