



Judo Ontario Confidentiality Policy

Approval Authority	Board of Directors	June 25 th , 2023
Next Review	2026	



POLICY STATEMENT

1. Individuals employed by, or engaged in activities with, Judo Ontario have an obligation to keep Confidential Information safe and secure and are expected to be aware of, and act at all times appropriately and consistently with this Policy.

DEFINITIONS

2. The following terms have these meanings in this Policy:
 - “Confidential Information” – The term includes but is not limited to the following:
 - i) Personal information about Individuals employed by, or engaged in activities with, Judo Ontario including, but not limited to, name, contact information, athlete, coach and volunteer information, and financial information;
 - ii) Information about Judo Ontario that has not generally been disclosed to the public including, but not limited to, financial information, strategic plans, intellectual property and information related to the programs, fundraisers, business or affairs of Judo Ontario or any Judo Ontario Member.
 - “Individuals” – All categories of membership defined in Judo Ontario’s By-laws, as well as all individuals employed by, or engaged in activities with, Judo Ontario including, but not limited to, any director, officer, committee member, volunteer, coach, athlete, official, referee, manager and member within Judo Ontario or its Members.
 - “Members” - Any competitive or recreational member clubs.

APPLICATION OF THIS POLICY

3. This Policy applies to Individuals who have access to Confidential Information.

Responsibilities

4. Individuals will not, either during the period of their involvement or employment or any time thereafter, disclose to any person or organization any Confidential Information about Judo Ontario acquired during their period of involvement or employment, unless expressly authorized to do so.
5. Individuals will not publish, communicate, divulge or disclose to any unauthorized person, firm, corporation, third party or parties any Confidential Information, without the express written consent of Judo Ontario.
6. Individuals will not use, reproduce or distribute such Confidential Information or any part thereof, without the express written consent of Judo Ontario.
7. All files and written materials relating to Confidential Information of Judo Ontario will remain the property of Judo Ontario and, upon request of Judo Ontario, the Individual will return all Confidential Information received in written or tangible form, including copies, or reproductions or other media containing such Confidential Information, immediately upon such request.



INTELLECTUAL PROPERTY

8. Copyright and any other intellectual property rights in all written material (including material in electronic format) and other works produced in connection with employment or volunteer involvement with Judo Ontario will be owned solely by Judo Ontario, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. Judo Ontario may grant permission for others to use such written material or other works, subject to such terms and conditions as Judo Ontario may prescribe.

ENFORCEMENT

9. A breach of any provision in this policy may give rise to discipline in accordance with Judo Ontario 's Discipline, Disputes and Appeals policy.