



CONFIDENTIALITY POLICY

October 4, 2020

DEFINITIONS

- 1) These terms will have these meanings in this Policy:
 - a) *“Confidential Information”* – The term includes, but is not limited to the following:
 - i) Personal Information of Participants, including but not limited to: address, email address, personal phone numbers, date of birth, financial information, medical history, etc.
 - ii) Judo Canada intellectual property and proprietary information related to the programs, fundraisers, business or affairs of Judo Canada and any of its committees and programs, including, but not limited to: procedures, business methods, forms, policies, business, marketing and development plans, advertising programs, creative materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, software, financial information and information that is not generally or publicly known.
 - b) *“Participants”* – All categories of membership defined in Judo Canada’s Bylaws, as well as all individuals employed by, or engaged in activities with, Judo Canada including, but not limited to, athletes, coaches, convenors, officials, volunteers, committee members, Directors and Officers of Judo Canada, spectators, and parents/guardians of athletes.
 - c) *“Representative”* – All individuals employed by, or engaged in activities on behalf of, Judo Canada. Representatives include, but are not limited to, staff, administrators, Directors and Officers of Judo Canada, committee members, and volunteers

PURPOSE

- 2) The purpose of this policy is to ensure the protection of Confidential Information that is proprietary to Judo Canada by making all Participants aware that there is always an expectation to act appropriately and consistently with this policy.

SCOPE AND APPLICATION OF THIS POLICY

- 3) This policy applies to all Participants and Representatives.
- 4) Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or posted publicly.
- 5) Participants 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

- 6) Representatives will not, either during the period of their involvement/employment with Judo Canada or at any time thereafter, disclose to any person or organization any Confidential

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Information acquired during their period of involvement/employment with Judo Canada, unless expressly authorized to do so.

- 7) Representatives will not publish, communicate, divulge or disclose to any unauthorized person, firm, corporation, third party or parties any Confidential Information or any part thereof, without the express written consent of Judo Canada.
- 8) All documents and written materials relating to Confidential Information will remain the property of Judo Canada and upon termination of involvement/employment with Judo Canada or upon request of Judo Canada, Representatives 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

- 9) 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 involvement with Judo Canada will be owned solely by Judo Canada, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. Judo Canada may grant permission for others to use such written material or other works, subject to such terms and conditions as Judo Canada may prescribe.

ENFORCEMENT

- 10) A breach of any provision in this Policy may be subject to legal recourse, termination of the employment or volunteer position, suspension or expulsion, or sanctions pursuant to Judo Canada's policies.

APPROVAL

- 11) This Policy was last reviewed and approved by the Board of Directors on the 4th day of October, 2020.