

Policy Title:	Confidentiality Policy
Approval Authority:	Board of Directors
Adopted:	2012
Current Version Approved:	December 2019
<p>This Policy has been prepared by Ontario Artistic Swimming (OAS) and is applicable to OAS and its Members. This document cannot be modified by an OAS Member without consultation with and approval by OAS.</p>	

## Definitions

1. The following terms have these meanings in this Policy:
  - a. *“Activity”* – All business and activities of the Organization;
  - b. *“Confidential Information”* – The term includes the following:
    - Personal information about Individuals employed by, or engaged in activities with, OAS or the OAS Member including, but not limited to, name, contact information, athlete, coach and volunteer information, and financial information; and
    - Information about the Organization 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 OAS or any OAS Member;
  - c. *“Including”* – Including but not limited to;
  - d. *“Individuals”* – Any Organization or individual that has fulfilled the requirements of registration as required by OAS as well as all individuals engaged in Activity with OAS or its Members;
  - e. *“Member”* – Any Competitive, Recreational, Scholastic, University artistic swimming club or AquaGO! or Trillium awards program provider registered with OAS;
  - f. *“OAS”* – Ontario Artistic Swimming; and
  - g. *“Organization”* – The organization to which the Policy applies and includes OAS and its Members.

## Purpose

2. Individuals employed by, or engaged in Activities with, OAS or OAS Members 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.

## Application

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 OAS or the OAS Member, as applicable, 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 the Organization.
6. Individuals will not use, reproduce or distribute such Confidential Information or any part thereof, without the express written consent of OAS or the OAS Member, as applicable.
7. All files and written materials relating to Confidential Information of OAS or the OAS Member will remain the property of the Organization and, upon request of the Organization, 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 OAS or an OAS Member, as applicable, will be owned solely by the Organization, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. The Organization may grant permission for others to use such written material or other works, subject to such terms and conditions as the Organization may prescribe.

## Enforcement

9. A breach of any provision in this Policy may give rise to discipline in accordance with the Organization's *Discipline and Complaints Policy*.

## Communication

10. OAS and OAS Members will ensure that this Policy is communicated to those who will be responsible for upholding it as well as those who will be responsible for its implementation.

## Review

11. OAS will conduct a review of this Policy every four (4) years or as decided by the Executive Director or OAS Board.