



CONFIDENTIALITY **POLICY**



Dive Ontario Confidentiality Policy

Definitions

1. The following terms have these meanings in this Policy:
 - a) “*Individuals*” – All categories of membership defined in the Association’s Bylaws, as well as all individuals employed by, or engaged in activities with, the Association including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Association
 - b) “*Association*” – Dive Ontario

Purpose

2. The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to the Association.

Application of this Policy

3. This Policy applies to all Individuals.

Confidential Information

4. The term “Confidential Information” includes, but is not limited to, the following:
 - a) Personal information of Individuals including:
 - i. Home address
 - ii. Email address
 - iii. Personal phone numbers
 - iv. Date of birth
 - v. Financial information
 - vi. Medical history
 - vii. Police Record Checks
 - b) Association intellectual property, proprietary information, and business related to the Association’s 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.
5. Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or posted publicly.
6. Individuals 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

7. Unless required by employment or involvement with the Association, individuals will not:
 - a) Either during the period of their involvement/employment with the Association 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.
 - b) Publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Confidential Information without the express written consent of the Association.
 - c) Use, reproduce, or distribute Confidential Information without the express written consent of the Association.
8. All files and written materials relating to Confidential Information will remain the property of the Association and, upon termination of involvement/employment with the Association or upon request of the Association, the Individual will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

Intellectual Property

9. 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 Association will be owned solely by the Association, 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 Association may grant permission for others to use its intellectual property.

Enforcement

10. 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 Association's *Discipline and Complaints Policy*.