

Title:	Confidentiality Policy	Issued Date:	06-21-2018
Policy No:	TO-HR-004	Effective Date:	06-21-2018
Approved By:	Board of Directors	Revision / Replaces:	v2018.1

Definitions

1. **Individuals** – all Taekwondo Ontario (TO) members as defined in the TO bylaws, and individuals employed (including contractors) by or engaged in activities with TO, including but not limited to, executive, board of directors, committee members, athletes, coaches, officials, referees, volunteers, officers, managers and administrators.
2. **Confidential Information** – is personal information of TO individuals and members including but not limited to home address, email address, personal phone numbers, date of birth, financial information, medical information, and background check information. Additionally, Confidential Information also covers information considered to be intellectual property of TO such as data, proprietary information, business information, and trade secrets.
3. **Members** – all categories of membership defined in the TO bylaws.

Purpose

As the recognized Provincial Sport Organization (PSO) governing the sport and martial art of Taekwondo in the province of Ontario, Taekwondo Ontario (TO) recognizes that from time to time during the course of its normal operations, individuals within the organization may come across or have access to confidential information during the execution of their roles and responsibilities.

The purpose of this policy is to outline TO's commitment to the protection of confidential information that is proprietary to TO by making all individuals aware that there is an expectation to safeguard confidential information at all times and act in accordance with the policy.

Scope

This policy applies to all TO individuals and members as defined above.

Responsibilities

1. The President or designate is responsible for updating and maintaining the policy.
2. The Board of Directors is responsible for providing feedback and approving the policy.
3. All members and individuals of TO are responsible for adhering and complying with the policy.



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Policy

1. 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 acquired during their period of involvement or employment with TO, unless expressly authorized to do so in writing by TO Executive or Board of Directors.
2. Individuals 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 TO Executive or Board of Directors.
3. All files and written materials relating to confidential information will remain the property of TO and upon termination of involvement or employment with TO or upon request of TO, 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.
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. 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.
6. Any breach of this policy may be subject to sanction in accordance with TO's Discipline Policy and/or other legal recourse.

Policy Review

This policy will be maintained by the President or designate and reviewed and approved by the Board of Directors at minimum every two years.