



PO BOX 40081 Dupont PO, Toronto, ON M5R 0A2

APPROVALS

July 17, 2019

June 12, 2023

FREESTYLE ONTARIO CONFIDENTIALITY POLICY

PURPOSE

The purpose of this Policy is to ensure the Protection of Confidential Information that is proprietary to Freestyle Ontario ("FO").

APPLICATION

This Policy applies to all categories of membership defined in the FO Bylaws as well as all individuals employed by, or engaged in activities with FO. Persons affected by this Policy include, but are not limited to, athletes, coaches, officials, judges, volunteers, directors, parents and FO staff ("FO Representatives")

CONFIDENTIAL INFORMATION

Confidential Information includes but is not limited to:

- a) Personal information of FO Representatives including:
 - a. Home Address
 - b. Email Address
 - c. Personal phone numbers
 - d. Date of Birth
 - e. Financial information
 - f. Medical history
- b) FO intellectual property, proprietary information, and business related to FO 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.

Confidential information does not include the following: name, title, business address, work telephone number or other information widely available or posted publicly.

FO Representatives 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 as long as it is publicly available.



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RESPONSIBILITIES

FO Representatives will not, either during the period of their involvement/employment with FO 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.

FO Representatives will not publish, communicate, divulge or disclose to any unauthorized person, firm, corporation or third party any Confidential Information without the express written consent of FO.

FO Representatives will not use, reproduce, or distribute Confidential Information without the express written consent of FO.

All files and written materials relating to Confidential Information will remain the property of FO and, upon termination of involvement/employment with FO or upon request of FO, the FO Representative will immediately return all written or tangible Confidential Information, as well as copies and reproductions and any other media containing Confidential Information.

INTELLECTUAL PROPERTY

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 FO will be owned solely by FO. FO shall have the right to use, reproduce, or distribute such material and works, in whole or in part, for any purpose it wishes. FO may grant permission for others to use its intellectual property.

ENFORCEMENT

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 Freestyle Skiing Ontario Discipline Policy.