

# **TRI THLON**

## **MANITOBA**

### **Confidentiality Policy**

**Adopted by Board of Directors December 10, 2018**

#### **1. Purpose**

The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to Triathlon Manitoba.

#### **2. Application of this Policy**

This Policy applies to all categories of membership defined in Triathlon Manitoba's Bylaws as well as all individuals employed by or engaged in activities with Triathlon Manitoba. Persons affected by this Policy include, but are not limited to, athletes, coaches, convenors, referees, officials, volunteers, managers, administrators, committee members, and Directors and Officers of Triathlon Manitoba (hereinafter "Representatives").

#### **3. Confidential Information**

The term "Confidential Information" includes, but is not limited to, the following:

- a) Personal information of Triathlon Manitoba Representatives including:
  - i. Home address
  - ii. Email address
  - iii. Personal phone numbers
  - iv. Date of birth
  - v. Financial information
  - vi. Medical history
  - vii. Criminal Record Checks
  - viii. Child Abuse Registry Checks
  
- b) Triathlon Manitoba intellectual property, proprietary information, and business related to Triathlon Manitoba'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.

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

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 for as long as it is available publicly.

#### **4. Responsibilities**

Representatives will not, either during the period of their involvement/employment with Triathlon Manitoba or any time thereafter, disclose to any person or Triathlon Manitoba any Confidential Information acquired during their period of involvement/employment, unless expressly authorized to do so.

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 Triathlon Manitoba.

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

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

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

#### **6. 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 Triathlon Manitoba's *Discipline and Complaints Policy*.

#### **7. References**

*Chaperone Policy*  
*Code of Conduct and Ethics Policy*  
*Human Resources Policy*  
*Screening Policy*  
*Discipline and Complaints Policy*  
*Privacy Policy*

## Employment Agreement

### **8. History**

The history of Triathlon Manitoba's *Confidentiality Information Policy* beginning December 2018 is as follows:

a) Policy based on Sport Manitoba's October 2016 *Confidentiality Information Policy* template approved on December 10, 2018.