

TRI THLON MANITOBA

Confidentiality Policy

Adopted by Board of Directors March 20, 2023

Terms and Definitions

1. Terms in the Policy are defined as follows:
 - a. “Athlete” – An individual who is an Athlete Participant in Triathlon Manitoba
 - b. “Confidential Information” – Personal information of Participants including but not limited to home address, email address, personal phone numbers, date of birth, financial information, medical information, child abuse registry checks, and background check information. Additionally, Confidential Information also includes information considered to be intellectual property of Triathlon Manitoba such as data, proprietary information, business information, and trade secrets
 - c. “Participants” – Refers to all categories of individual members and/or registrants defined in the By-laws of Triathlon Manitoba who are subject to the policies of the Triathlon Manitoba, as well as all people employed by, contracted by, or engaged in activities with Triathlon Manitoba including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors and Officers
 - d. “Representative” – All individuals employed by, or engaged in activities on behalf of, Triathlon Manitoba. Representatives include, but are not limited to, staff, administrators, Directors and Officers of Triathlon Manitoba, committee members, and volunteers

Purpose

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

Application of this Policy

3. This Policy applies to all Representatives of Triathlon Manitoba.
4. Triathlon Manitoba collects basic personal information about its Representatives. This information is collected only as it relates to an operating program or organizational activity and is collected for the following purposes:
 - a. To establish and maintain a responsible relationship with these interested individuals and to provide ongoing service;
 - b. To understand needs and preferences in order to better meet service

- expectations;
 - c. To manage and develop organizational operations; and
 - d. To meet legal and regulatory requirements.
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. Participants 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. 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.
8. 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.
9. Representatives will not use, reproduce, or distribute Confidential Information without the express written consent of Triathlon Manitoba.
10. 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.

Disclosing Personal Information

11. There are a variety of circumstances where Triathlon Manitoba may need to disclose some personal information about our Participants, including:
 - a. A participant's personal information may be disclosed to a person who, in the reasonable judgment of Triathlon Manitoba, is seeking the information as an agent of the member;
 - b. Triathlon Manitoba may disclose a participant's personal information to a public authority or agent of a public authority, if in the reasonable judgment of Triathlon Manitoba, it appears that there is imminent danger to life or property which could be avoided or minimized by disclosure of the information; or
 - c. In conjunction with special offers or programs, Triathlon Manitoba may disclose personal information to program partners or to third-party agents responsible for administering such offers or programs. Any such disclosure is made on a confidential basis and only with the individual's express consent.

Intellectual Property

12. 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.

Enforcement

13. 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.

References

- a. Chaperone Policy
- b. Code of Conduct and Ethics Policy
- c. Human Resources Policy
- d. Screening Policy
- e. Discipline and Complaints Policy
- f. Privacy Policy
- g. Employment Agreement

History

14. 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.
 - b. Policy updated March 20, 2023, based on Sport Manitoba's 2021 Confidentiality Policy Template. Added definitions and sections describing collection of personal information and disclosing personal information.