



Policy title:	Confidentiality Policy	Policy No: SSO 5-16
Approval authority	Board of Directors	Pages: 2
Adopted:	2012	
Current version approved:	October 2016	
Related documents:	<i>Code of Conduct and Ethics</i> <i>Discipline and Complaints Policy</i> <i>Privacy Policy</i>	

Definitions

The following terms have these meanings in this Code:

- “*Confidential Information*” – The term includes but is not limited to the following:
 - i. Personal information about Individuals employed by, or engaged in activities with, SSO including, but not limited to, name, contact information, athlete, coach and volunteer information, and financial information
 - ii. Information about SSO that has not generally been disclosed to the public including, but not limited to, financial information, strategic plans, intellectual property and information related to the programs, fundraisers, business or affairs of SSO or any SSO Member.
- “*Individuals*” – All categories of membership defined in SSO’s By-laws, as well as all individuals employed by, or engaged in activities with, SSO including, but not limited to, any director, officer, committee member, volunteer, coach, athlete, official, referee, manager and member within SSO or its Members.
- “*Members*” - The Regional Training Centre – Ontario and any Competitive, Recreational, Scholastic, University synchronized swimming club or Trillium awards program provider.

Purpose

Individuals employed by, or engaged in activities with, SSO have an obligation to keep Confidential Information safe and secure and are expected to be aware of, and act at all times appropriately and consistently with this Policy.

Application of This Code

This Policy applies to Individuals who have access to Confidential Information.

Responsibilities

- a. 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 about SSO acquired during their period of involvement or employment, unless expressly authorized to do so.
- b. Individuals will not publish, communicate, divulge or disclose to any unauthorized person, firm, corporation, third party or parties any Confidential Information, without the express written consent of SSO.
- c. Individuals will not use, reproduce or distribute such Confidential Information or any part thereof, without the express written consent of SSO.



- d. All files and written materials relating to Confidential Information of SSO will remain the property of SSO and, upon request of SSO, 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.

Intellectual Property

Copyright and any other intellectual property rights in all written material (including material in electronic format) and other works produced in connection with employment or volunteer involvement with SSO will be owned solely by SSO, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. SSO may grant permission for others to use such written material or other works, subject to such terms and conditions as SSO may prescribe.

Enforcement

A breach of any provision in this policy may give rise to discipline in accordance with SSO's Discipline and Complaints policy.