



Ski Jumping Canada

Confidentiality Policy

Definitions

1. The following terms will have the following meanings in this policy:
 - a) *“Confidential Information”* – The term includes, but is not limited to the following:
 - i. Personal Information of Participants, including but not limited to: address, email address, personal phone numbers, date of birth, financial information, medical history, etc.
 - ii. The Organization’s intellectual property and proprietary information as related to its programs and operations including, but not limited to, procedures, training plans and materials, strategic and operational plans, forms, policies, business, marketing and development plans, advertising programs, creative materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, software, financial information, and information that is not generally or publicly known.
 - b) *“Organization”* – Ski Jumping Canada.
 - c) *“Participants”* – All individuals participating in activities directly or indirectly authorized or sanctioned by the Organization as well as all individuals employed by or engaged in activities with the Organization including, but not limited to, athletes, coaches, convenors, officials, volunteers, committee members, directors and officers of the Organization, spectators, and the parents/guardians of any such individuals who are not of the age of majority, and specifically including any individual affiliated with the Organization who is subject to the UCCMS under the authority of the Organization and who is under the jurisdiction of Abuse-Free Sport pursuant to any applicable Abuse-Free Sport Participant Consent Form.
 - d) *“Representatives”* – All individuals employed by or engaged in activities on behalf of the Organization including, but not limited to, staff, administrators, directors and officers of the Organization, committee members, and volunteers.

Purpose

2. The purpose of this policy is to ensure the protection of Confidential Information that is proprietary to the Organization by making all Participants aware that there is always an expectation to act appropriately and consistently with this policy.

Scope and Application of this Policy

3. This policy applies to all Participants and Representatives.
4. Confidential Information does not include any information that is widely available or posted publicly.

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5. 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

6. Representatives will not, either during the period of their involvement/employment with the Organization or at any time, thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement/employment with the Organization unless expressly authorized to do so.
7. All documents and written materials relating to Confidential Information will remain the property of the Organization. Upon termination of involvement or employment with the Organization or upon request of the Organization, Representatives 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

8. 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 involvement with the Organization will be owned solely by the Organization. The Organization will have the right to use, reproduce, or distribute such material and works, or any part thereof, for any purpose it wishes. The Organization may grant permission to others to use such written material or other works subject to such terms and conditions as the Organization may prescribe.

Enforcement

9. A breach of any provision in this policy may be subject to legal recourse, termination of the employment or volunteer position, suspension or expulsion from membership, or any other sanctions as may be deemed appropriate by the Organization pursuant to its bylaws and policies and procedures.