

Football Ontario Confidentiality Policy

Definitions

1. These terms will have these meanings in this policy:
 - a. "Football Ontario Members" – All categories of Ontario Football Membership as defined in Football Ontario's By-laws.
 - b. "Football Ontario Representatives" – All Football Ontario Members and all individuals employed (including contract personnel) by or engaged in activities with Football Ontario including but not limited to, directors, committee Football Ontario members, athletes, coaches, judges, officials, referees, parents/guardians, volunteers, officers, managers and administrators.

Purpose

2. The purpose of this policy is to ensure the protection of confidential information that is proprietary to Football Ontario by making all Football Ontario members and representatives aware that there is an expectation to act at all times appropriately and consistently with this policy.
3. This policy applies to all Football Ontario Representatives as defined above.
4. Football Ontario Representatives will not, either during the period of their involvement/employment or any time thereafter, disclose to any person or organization any confidential information acquired during their period of involvement/employment with Football Ontario unless expressly authorized to do so.
5. Football Ontario Representatives will not publish, communicate, divulge or disclose to any unauthorized person, firm, corporation, third party or parties any confidential information or any part thereof, without the express written consent of Football Ontario.
6. All files and written materials relating to confidential information will remain the property of Football Ontario and upon termination of involvement/employment with Football Ontario or upon request of Football Ontario, Football Ontario Representative 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.
7. The term "Confidential Information" includes, but is not limited to the following:
 - a. Personal Information of Football Ontario Members and representatives, including but not limited to: name, address, email, telephone number, cell phone number, date of birth and financial information;
 - b. Football Ontario intellectual property and proprietary information related to the programs, fundraisers, business or affairs of Ontario Football and any of its divisions, including but not limited to: procedures, business methods, 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.

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

Enforcement

9. A breach of any provision in this policy may give rise to discipline in accordance with the Ontario Football Discipline and Complaints policy or other legal recourse.