



## Manitoba Organization of Disc Sports

<b>Title</b>	Confidentiality Policy
<b>Owner</b>	Governance Committee
<b>Approval By</b>	MODS Board of Directors

<b>Originally Approved:</b> Feb 17, 2020	<b>Last Reviewed:</b> Feb 19, 2025	<b>Last Revised:</b> Feb 17, 2020
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### 1. Purpose

The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to the Manitoba Organization of Disc Sports (MODS).

### 2. Policy/Protocol

This Policy applies to all categories of membership defined in MODS' Bylaws as well as all individuals employed by, or engaged in activities with, MODS. 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 MODS (hereinafter "Representatives").

### 3. Confidential Information

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

- a) Personal information of MODS 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
- b) Organization intellectual property, proprietary information, and business related to MODS' 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

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[www.mods.mb.ca](http://www.mods.mb.ca)

In partnership with:





## Manitoba Organization of Disc Sports

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Representatives will not, either during the period of their involvement/employment with MODS or any time thereafter, disclose to any person or organization 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 MODS.

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

All files and written materials relating to Confidential Information will remain the property of MODS. Upon termination of involvement/employment with MODS or upon request of MODS, 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 MODS will be owned solely by MODS, which shall have the right to use, reproduce, or distribute such material and works, in whole or in part, for any purpose it wishes. MODS 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 MODS' Discipline and Complaints Policy.

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