Policy Name: Confidentiality Policy	Date of Approval: February 15th, 2023	Activation Date: March 9th, 2023
Approved By: Board of Directors	**Version:** 2025.1	**Replacing Previous Version:** 2023.1
Review Cycle: 3 Years or as required **Review Status:** September 4th, 2025 – No updates required.		

1.1 Terms and Definitions

a) Terms in this Policy are defined as follows:
   i. *"Athlete"* – An individual who is an Athlete Participant in the Manitoba Gymnastics Association (MGA).
   ii. *"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 the MGA such as data, proprietary information, business information, and trade secrets.
   iii. *"Participants"* – Refers to all categories of individual members and/or registrants defined in the By-laws of the MGA who are subject to the policies of the MGA, as well as all people employed by, contracted by, or engaged in activities with the MGA including, but not limited to, employees, contractors, athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors.
   iv. *"Representative"* – All individuals employed by, or engaged in activities on behalf of, the MGA. Representatives include, but are not limited to staff, administrators, Directors of the MGA, committee members, officials, and volunteers.

1.2 Purpose

a) The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to the MGA.

1.3 Scope and Application

a) This policy applies to all Representatives of the MGA.
b) Confidential Information does not include the following, name, title, business address, work telephone number, or any other information widely available or in the public domain.
c) Participants voluntarily publishing or consenting to the publication of their personal information in a public forum (such as the listing of an email address on a website) forfeit the expectation of confidentiality for that information for as long as it is available publicly.

1.4 Responsibilities

a) Representatives will not, either during the period of their involvement/employment with the MGA or any time thereafter, disclose, publish, communicate, or divulge to any person or organization any confidential information acquired during their period of involvement/employment, unless expressly authorized to do so.
b) Representatives will not use, reproduce, or distribute confidential information without the express written consent of the MGA.
c) All documents and written materials relating to confidential information will remain the property of the MGA and, upon cessation of involvement/employment with the MGA, for any reason, or upon request of the MGA, representatives will immediately return all written or tangible confidential information, as well as copies and reproductions, and any other media containing confidential information.

1.5 Intellectual Property

a) Copyright and any other intellectual property rights for all written material (including material in electronic format or posting on a website) and other works produced in connection with employment or involvement with the MGA will be owned solely by the MGA, which shall have the right to use, reproduce, or distribute such material and works, in whole or in part, for any purpose it wishes. The MGA may grant permission for others to use its intellectual property.

1.6 Enforcement

b) 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 sanctions following a complaint filed pursuant to the *Discipline and Complaints Policy.*