Special Olympics Olympiques spéciaux Canada

SPECIAL OLYMPICS CANADA AND SPECIAL OLYMPICS NOVA SCOTIA **CONFIDENTIALITY POLICY**	
This Policy has been prepared by Special Olympics Canada and is a Pan-Canadian Policy applicable to Special Olympics Canada and its Chapters. This document cannot be modified by a Chapter without consultation and approval from Special Olympics Canada.	
EFFECTIVE DATE: OCTOBER 1998	**LAST REVISED: NOVEMBER 2020**

Definitions

1. **The following terms have these meanings in this Policy:**
   a) **"*Chapter*" – means the Provincial or Territorial Special Olympics organization recognized by Special Olympics Canada as a provincial or territorial governing body of Special Olympics; in this case Special Olympics Nova Scotia.**
   b) ***"Confidential Information"* – Personal information of participants, athletes, coaches and Representatives including but not limited to home address, email address, personal phone numbers, date of birth, financial information, medical information, and background check information. Additionally, *Confidential Information* also includes information considered to be intellectual property of Special Olympics Canada or the Chapter such as data, proprietary information and trade secrets.**
   c) ***"Representative"* – All individuals employed by, or engaged in activities on behalf of, Special Olympics Canada or the Chapter who hold and manage confidential information. Representatives include, but are not limited to, coaches, referees, officials, volunteers, committee members, staff, administrators, Directors and Officers of Special Olympics Canada or the Chapter.**

Purpose

2. **The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to Special Olympics Canada or the Chapter.**

Scope and Application

3. **This Policy applies to all Representatives of Special Olympics Canada and its Chapters.**

4. **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.**

5. **Representatives voluntarily publishing or consenting to the publication of their own Confidential Information in a public forum (such as the listing of an email address on a website) forfeit the expectation of confidentiality for that Confidential Information for as long as it is available publicly.**

6. **Special Olympics Canada and its Chapters will adhere to the privacy legislation in their jurisdiction.**

Responsibilities

7. **Representatives will not, either during the period of their involvement/employment with Special Olympics Canada or the Chapter 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.**

8. **Representatives will not use, reproduce, or distribute Confidential Information without the express consent of Special Olympics Canada or the applicable Chapter.**

9. **All documents and written materials relating to Confidential Information will remain the property of Special Olympics Canada or the applicable Chapter and, upon cessation of involvement/employment with Special Olympics Canada or the Chapter, for any reason, or upon request of Special Olympics Canada or the Chapter, Representatives will immediately return or destroy all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.**

Enforcement

10. **A breach of any provision in this Policy may be subject to legal recourse, termination of the involvement/employment or sanctions pursuant to the *Discipline and Complaints Policy*.**

1. **Appeal decisions that are matters of public interest shall be publicly available with the names of the individuals redacted. Names of persons disciplined/affected may be disclosed to the extent necessary to give effect to any decision imposed.**

Final and Binding

2. **The decision of a Chapter Appeal Panel will be binding on all Parties and on all Individuals and not subject to further appeal.**

3. **The decision of a Special Olympics Canada Appeal Panel will be binding on all Parties and on all Individuals, subject to the right of any Party to seek a review of the Panel's decision pursuant to the rules of the Sport Dispute Resolution Centre of Canada (SDRCC).**