



Policy Name: Confidentiality

Policy Number: PSO-013

Date Approved: September 2026

Next Review Date: February 2027

PREAMBLE

Curling Ontario is committed to protecting its proprietary confidential information.

DEFINITIONS

Curling Ontario Representatives: all individuals employed by, or engaged in activities with, Curling Ontario including, but not limited to, athletes, coaches, officials, volunteers, administrators, contract personnel, committee members, and Directors and officers of Curling Ontario (hereinafter “Curling Ontario Representatives”).

Confidential Information:

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

- a) Curling Ontario intellectual property, proprietary information, and business related to Curling Ontario 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.

- b)** confidential information from Curling Canada, other Member Associations or other parties that is shared with Curling Ontario with a reasonable expectation of privacy.

PURPOSE

The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to Curling Ontario.

POLICY

1. This Policy applies to all categories of membership within Curling Ontario's *Bylaws* as well as all individuals employed by, or engaged in activities with, Curling Ontario. Persons affected by this Policy include, but are not limited to, athletes, coaches, officials, volunteers, administrators, contract personnel, committee members, and Directors and officers of Curling Ontario (hereinafter "Curling Ontario Representatives").

Responsibilities

2. Curling Ontario Representatives will not disclose, either during the period of their involvement/employment with Curling Ontario or any time thereafter, to any person or organization any Confidential Information acquired during their period of involvement/employment, unless expressly authorized to do so.
3. Curling Ontario 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 the Chief Executive Operator.
4. Curling Ontario Representatives will not use, reproduce, or distribute Confidential Information without the express written consent of the Chief Executive Operator.
5. All files and written materials relating to Confidential Information will remain the property of Curling Ontario and, upon termination of

involvement/employment with Curling Ontario or upon request of Curling

Ontario, the Curling Ontario Representative will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

6. All electronic files relating to Confidential Information will remain the property of Curling Ontario and, upon termination of involvement/employment with Curling Ontario or upon request of Curling Ontario, the Curling Ontario Representative will immediately delete all such electronic files.

Intellectual Property

7. 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 Curling Ontario will be owned solely by Curling Ontario, which shall have the right to use, reproduce, or distribute such material and works, in whole or in part, for any purpose it wishes. Curling Ontario may grant permission for others to use its intellectual property.

Enforcement

8. 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 Curling Ontario's *Discipline Policy*.