



"Home to Wushu  
in Ontario"

## WOP17-Confidentiality Policy

*EFFECTIVE: July 1<sup>st</sup>, 2016*

WushuOntario 2370 Midland Ave, #B22, Scarborough, ON, M1S 5C6 416-321-5913 Fax: 416-321-5068, [www.wushuontario.ca](http://www.wushuontario.ca)

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### WushuOntario – Confidentiality Policy

#### PURPOSE

**The WushuOntario Confidentiality Policy refers to the handling and distribution procedures with regard to sensitive internal information such as finance, human resource, legal, and funding information. During the course of everyday activities, staff, directors, and authorized personnel will unavoidably receive and handle personal and private information about clients, partners and the internal information. This policy is designed to set the rules that will protect this information from unauthorized exposure.**

#### SCOPE

1. Staffs, volunteers, officials, board members and anyone with authorized access to sensitive internal information of WushuOntario are in a fiduciary relationship with the corporation. This means that they are obliged to act honestly and in good faith in respect of the corporation. The obligation has many components, including a duty to avoid conflicts of interest and a duty to avoid abusing their position to gain personal benefit. One component of a WushuOntario members' fiduciary obligation is a duty to maintain the confidentiality of information that they acquire by virtue of their position. This policy affects all members and others that may have access to confidential information, such as board members, staff, contractors and volunteers.
2. The duty of confidentiality can affect a member's actions in a variety of scenarios. Below are some examples of situations in which the duty of confidentiality can become engaged.
  - a. In some cases, the duty of confidentiality may relate to the disclosure of personal information to which the member is privy as a result of his or her position, for example personal health information, employee information, or information regarding another member's financial position.
  - b. In some circumstances, the duty of confidentiality may be closely linked with the member or directors' duty to avoid conflicts of interest. For example, a board member may have loyalties towards a resource, special interest group or individual within the membership of the organization. If the board is engaged in making a decision that the group or individual has a position on or would be affected by, it would be inappropriate for the board member to share with the group or individual information that the board member learned through his or her position. It is the board member's duty to maintain the confidentiality of information gained through his or her position, regardless of obligations or loyalties to other organizations or individuals.
  - c. The board may engage in heated discussion in the course of decision-making. It would be inappropriate for a board member to gossip among the wider organization about "who said what" after the decision has been made or during the course of discussion.



## APPLICATION

3. Information that WushuOntario considers confidential and proprietary is undisclosed, valuable, expensive and/or easily replicated. More specifically, information that is classified as confidential includes:
  - a. Member lists (existing and prospective)
  - b. Data of Members/Partners/Vendors/Affiliate Organizations
  - c. Trade secrets
  - d. Private deals
  - e. Unpublished financial information
  - f. Processes, methods and know-how
  - g. Patents, intellectual property, logos, videos, images, websites etc.
  - h. Pricing/marketing and other undisclosed strategies or tactics
  - i. Unpublished goals, forecasts or initiatives that are marked as confidential
  - j. Data entrusted to WushuOntario by external parties
  - k. Documents, processes or other elements explicitly marked as confidential
  - l. Any other knowledge acquired by members during their duties/employment
  
4. All these types of information must be protected for different reasons – some may be legally binding (e.g. sensitive data) and some constitute the backbone of the business and give it a competitive advantage (e.g. business processes). The disclosure of some kinds of information may expose the company to increased risk such as specific trade secrets, while for others the result could be the loss of important partners or reputation.
  
5. In the course of their duties/employment, members will have various levels of authorized access to confidential information so as to conduct their responsibilities. When they do so, the following rules strictly apply:
  - a. No amount of information will be disseminated to anyone outside of the organization
  - b. The disclosure of information inside the organization will be limited to those with authorized access and legitimate reason to require that information
  - c. The information will not be used for the personal benefit or profit of the member or any other except the company
  - d. The member will have access only to the amount and type of information required for the completion of their job responsibilities and no more
  - e. Employees must limit to a minimum the occasions when they take confidential information out of the office
  - f. When perusing or sharing information through electronic means, all precautionary safety measures must be in effect
  - g. Confidential information must not be left unattended or unlocked
  - h. Unauthorized replication of information is prohibited
  - i. All copies of confidential documents must be shredded when no longer needed
  - j. Upon separation/termination of duties/employment all confidential information must be returned or deleted from the member's electronic devices



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6. WushuOntario will take measures to ensure that confidential information is well protected. Those measures include but are not limited to:
  - a. Electronic information will be stored and carefully distributed by authorized personnel
  - b. Databases will be protected with appropriate security measures
  - c. Paper documents will be safely stored and locked
  - d. Authorization of access will be carefully controlled, usually by directors
  - e. Staff/Employees may need to sign non-compete and/or non-disclosure agreements
7. Confidential information as described above may occasionally have to be disclosed for legitimate reasons, e.g. upon request of a regulatory body or for business purposes. In such cases, a strict procedure must be followed that includes the explicit consent of parties involved (unless they are faced with criminal charges) and the disclosure of only relevant information and no more.

### **DISCIPLINARY CONSEQUENCES**

8. WushuOntario places great importance in confidentiality. Any non-conformity will bring about disciplinary action as stated in the WO disciplinary policy and, possibly, legal action. WO is prepared to terminate any member/employee who willfully or regularly breaches the confidentiality policy for personal profit. Serious offences such as theft of information, illegal disclosure of sensitive information etc. will be grounds for immediate for-cause dismissal and may also involve legal consequences.
9. Any unintentional breach of this policy will be thoroughly investigated and will be punished appropriately depending on its magnitude and seriousness according to the disciplinary policy of WushuOntario.