



Confidentiality Policy

The OJA requires all athletes/coaches/officials to abide by the confidentiality policy set forth below. All non-athlete members of the organization must follow this policy:

1. I understand that during the course of my duties with Ontario Jiu Jitsu Association Ltd I will gain knowledge of, or have access to, information relating to the business and affairs of Ontario Jiu Jitsu Association, its clients and third parties who may from time-to-time have dealings with Ontario Jiu Jitsu Association and its clients (such information herein collectively, "Information").

The Information, regardless of the form in which it is recorded, transmitted, observed or expressed, or to which it may be converted or transcribed, shall include, without limitation, written and electronically stored or accessible information and data, and includes the name and identity of all such clients and third parties (This includes all information about members, clients, families, Volunteers and Employees and other associate organizations, as well as any other information otherwise marked or known to be confidential.).

Financial information related to members, clients, families, volunteers and employees is also subject to this Confidentiality Policy. All Financial Matters pertaining to the Ontario Jiu Jitsu Association is governed under the OJA Financial Policy.

In consideration of the nature of this information as confidential I, _____, a member Of Ontario Jiu Jitsu Association, understand that any information (written, verbal or other form) obtained during the performance of my duties must remain confidential.

I understand that this agreement and undertaking includes:

- a. never discussing the personality of an athlete, his or her file or any details thereof with anyone other than a staff member of **Ontario Jiu Jitsu Association** directly concerned;
- b. avoiding the use of names of clients in conversations with other clients, friends or relatives;
- c. ensuring that disclosures of information are made only to persons entitled to that information;
- d. ensuring that conversations relating to clients or other **Ontario Jiu Jitsu Association** business are not conducted in the elevator or at reception areas where conversations may be heard by other than **Ontario Jiu Jitsu Association** staff; and
- e. Ensuring the confidential or personal matters concerning **Ontario Jiu Jitsu Association** staff are not divulged or discussed unnecessarily with other staff members.

2. I acknowledge that all Information is strictly confidential and I agree that I shall not reveal to any person or entity, or use any Information at any time, except as expressly directed by Ontario Jiu Jitsu Association or as may be required by law.



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Confidentiality (continued)

I shall hold in strict confidence all information concerning the business and affairs of the client acquired in the course of the professional relationship, regardless of the nature or source of the information or of the fact that others may share the knowledge, and shall not divulge any such information unless disclosure is expressly or impliedly¹ authorized by the client, or is required by law or by a court

3. I acknowledge and agree that my obligation of confidentiality under paragraph 2 is of indefinite duration and that I will never disclose any Information to any person or entity, except as expressly directed by Ontario Jiu Jitsu Association or as may be required by law.

4. I undertake and agree that no Information will be distributed, altered, copied, interfered with or destroyed, except in accordance with the instructions of Ontario Jiu Jitsu Association.

5. I agree to use extreme caution with, and take all steps to safeguard, the confidentiality of any part of the Information that may come into my possession at any time or in any place, and in particular when using any type of electronic device or when performing my duties outside the office of Ontario Jiu Jitsu Association.

I shall take all reasonable steps to ensure the privacy and safekeeping of a client's confidential information. I shall not disclose the fact of having been consulted or retained by a person unless the nature of the matter requires such disclosure. I shall preserve the client's secrets even after the termination of the membership, whether or not differences have arisen between us, with consideration to liabilities to myself and Ontario Jiu Jitsu Association.

SIGNED at _____, Ontario, this _____ day of _____, 20____.

Signature of staff member

Witness
