

# SHINTANI WADO KAI KARATE FEDERATION

## Confidentiality Policy

*Effective Date: January 8, 2026*

*Approved by: SWKKF Senate*

### **Executive Summary**

This Confidentiality Policy outlines the Shintani Wado Kai Karate Federation's (SWKKF) commitment to protecting sensitive and proprietary information.

It applies to all individuals involved with SWKKF, including members, instructors, volunteers, and leadership.

The policy defines what constitutes Confidential Information, clarifies responsibilities regarding its protection, and establishes enforcement measures for breaches.

It also affirms SWKKF's unrestricted use of intellectual property created in connection with its activities. By adhering to this policy, all individuals help maintain trust, integrity, and the professional standards of the Federation.

# **SHINTANI WADO KAI KARATE FEDERATION**

## **Confidentiality Policy**

### **Table of Contents**

<b>Title</b>	<b>Page</b>
1. Purpose	2
2. Application of the Policy	2
3. Definitions	3
4. Responsibilities	3
5. Intellectual Property	3
6. Enforcement	3

# SHINTANI WADO KAI KARATE FEDERATION

## Confidentiality Policy

### 1. Purpose

The purpose of this policy is to safeguard Confidential Information that is proprietary to the Shintani Wado Kai Karate Federation (SWKKF).

All members and leadership are expected to always act responsibly and in alignment with this policy.

### 2. Application of the Policy

This policy applies to all individuals associated with SWKKF, including, but not limited to:

- Karateka
- Instructors and coaches
- Officials
- Employees
- Volunteers
- Committee members
- Parents/guardians of athletes
- Members of the Senate

**Note:** Publicly available information such as name, title, business address, and work phone number is not considered confidential. If an individual voluntarily publishes personal information (e.g., email address on a website), they waive confidentiality expectations for that information while it remains publicly accessible.

### 3. Definitions

**Confidential Information** includes, but is not limited to:

- **Personal Information:**
  - Address, email, personal phone numbers, date of birth, financial details, medical history, etc.
- **SWKKF Proprietary Information:**
  - Intellectual property, business methods, procedures, forms, policies, marketing and development plans, advertising programs, creative materials, trade secrets, technical data, software, manuals, financial records, and any other non-public information related to SWKKF operations.

**Individuals** refer to anyone affiliated with SWKKF, including those listed in Section 2.

#### **4. Responsibilities**

All individuals must maintain confidentiality during and after their involvement with SWKKF. Specifically:

- Confidential Information must not be disclosed to any person or organization without explicit authorization.
- Individuals must not publish, share, or communicate Confidential Information to any unauthorized party without written consent from SWKKF.
- Upon termination of involvement or upon request, individuals must return all documents and materials containing Confidential Information, including copies and digital formats.

#### **5. Intellectual Property**

All intellectual property will be governed by the Protection of Intellectual Property Rights Policy.

#### **6. Enforcement**

Breaches of this policy may result in corrective action or disciplinary measures as determined by the Senate.

Violations that fall under “Prohibited Behaviour” or “Maltreatment” as defined in the Code of Conduct and Ethics will be addressed through the Discipline and Complaints Policy.