



International Kendo Federation (FIK) policy for gathering anti-doping intelligence

The purpose of this policy is to describe FIK's procedures for gathering and assessing information and intelligence in accordance with Article 11 of the International Standard for Testing and Investigations (ISTI).

Responsibilities

FIK's headquarter is responsible for the implementation and follow-up of this policy and subsequent procedures. The person of the point of contact is Mr. Takeshi Takamori, an assistant secretary general of FIK.

FIK's policy for handling anti-doping intelligence

FIK's headquarter when it comes to collect, process and protect personal information follows "FIK Personal Information and Data Collection, Processing and Protection Policy" defined in accordance with WADA's International Standard for the Protection of Privacy and Personal Information (ISPPPI).

1. Security and Confidentiality

FIK's headquarter is bound by a confidentiality agreement in relation to his/her responsibilities under this policy and ensures that all intelligence received is kept confidential. Any disclosure to other FIK's staff and officers shall be on a strict need-to-know basis only and any person who receives such information shall maintain its strict confidentiality.

2. Storage of information

FIK's Headquarter shall ensure that the collected information and FIK's operational data are handled securely and separately from any other FIK's department or databases, through the following appropriate means:

- ❖ Encrypted / password protected databases, spreadsheets or forms, links analysis software, specific IT equipment;
- ❖ Locked storage room or cabinet, safe box. Specifically, all physical evidence (e.g., documents, photos, products, discarded medical equipment, etc.) will be identified, assessed and recorded.

3. Protection of the sources of intelligence

Within FIK's scope, Headquarter ensures the protection of the sources of intelligence as deemed appropriate. When proceeding with intelligence sharing or dissemination, no identity shall be disclosed without prior consent of the source.



4. Risk of leaks or inadvertent disclosure

In accordance with point 1. above, Headquarter ensures the minimization of the risk of leaks and inadvertent disclosure of intelligence captured. However, should this occur, Headquarter shall promptly evaluate the nature of the leak disclosure, the possible negative consequences, and take remediation measures as appropriate. FIK shall keep a record of the facts relating to the leak or disclosure, its effects and remedial actions taken.

5. Shared information

Where intelligence is shared with FIK by other parties such as health, law enforcement agencies, sports organization, other Anti-Doping Organizations, etc., Headquarter will confirm in writing to such other parties that all intelligence received is processed, used and disclosed according to the procedures set out in points 1, 2 and 3, and only for legitimate anti-doping purposes.

Where intelligence is shared by FIK with other parties, FIK will require the same written confirmation from such other parties.

The FIK will use secure communication tools when transferring any confidential information to external parties.

Gathering, assessment and use of anti-doping information (intelligence)

1. Information sources and whistleblowers reporting tools

Internal or “closed” sources (where access is restricted): ADAMS, other ADOs, laboratories, law enforcement or health agencies, sample collections agencies’ Doping Control Officers (DCO), chaperones, whistleblowers reports by encrypted email (takamori-fik@protonmail.com) or phone/fax (e.g., confidential reporting by Athletes or Athlete Support Personnel), FIK’s Medical/Anti-Doping officers, Code “Substantial Assistance” provision, etc.

External or “open’ sources (publicly available information): Internet, traditional and social media, research and academic publications, sports news and forums, etc.

FIK’s website contact platform or WADA “Speak Up” platform.

2. Collation and assessment

FIK’s headquarter first evaluates the reliability of the source, then assesses the accuracy of the information itself.

3. Processing and outcomes

Taking into account the evaluation and assessment above, and other relevant factors indicating potential risks of doping, such as those identified in the FIK’s risk assessment, FIK’s headquarter determines follow-up action(s) such as:

- (1) conducting target testing,



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- (2) conducting further investigation on a particular case,
- (3) establishing trends or patterns for reviewing the Test Distribution Plan, and/or,
- (4) creating files to be referred for future investigations.

Should FIK receive information, which requires further investigative follow-up beyond its in-house resources, the FIK agrees to contract an external investigative resource to perform appropriate investigative follow-up.

END