

	Lacombe Ringette Association Confidentiality Policy	
	Policy Number:	103
	Approval Date:	September 2018
	Revision Date:	
	Reference:	www.lacomberingette.ca/policy/Confidentialitypolicy

Definitions

1. These terms will have these meanings in this policy:
 - a) ‘Club’ – **Lacombe Ringette Association**
 - b) ‘Individuals’ - All individuals engaged in activities within direct control of the Club, including but not limited to, Directors, Officers, volunteers, employees, coaches, officials, managers and administrators.

Purpose

2. The purpose of this policy is to ensure the protection of Confidential Information that is proprietary to the Club by making all Individuals aware that there is an expectation to act at all times appropriately and consistently with this policy.

Application of this Policy

3. This policy applies to all Individuals as defined in the Definitions.

Responsibilities

4. Individuals will not, either during the period of their involvement/employment or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement/employment with the Club, unless expressly authorized to do so.
5. Individuals will not publish, communicate, divulge or disclose to any unauthorized person, firm, corporation, third party or parties any Confidential Information or any part thereof, without the express written consent of the Club.
6. All files and written materials relating to Confidential Information will remain the property of the Club and upon termination of involvement/employment with the Club or upon request of the Club, the Individual will return all Confidential Information received in written or tangible form, including copies, or reproductions or other media containing such Confidential Information, immediately upon such request.
7. The term “Confidential Information” includes, but it not limited to the following:
 - a) Personal Information collected and retained by the Club, but not limited to: name, address, e-mail, telephone number, cell phone number, date of birth and financial information;
 - b) Club intellectual property and proprietary information related to the programs, fundraisers, business or affairs of the Club, including, but not limited to: procedures, business methods, forms, policies, business, marketing and development plans, advertising programs, creative materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, software, financial information and information that is not generally or publicly known.

Intellectual Property

8. Copyright and any other intellectual property rights in all written material (including material in electronic format) and other works produced in connection with employment or involvement with the

Club will be owned solely by the Club, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. The Club may grant permission for others to use such written material or other works, subject to such terms and conditions as the Club may prescribe.

Enforcement

9. A breach of any provision in this policy may give rise to discipline in accordance with the Club's Discipline and Complaints policy or legal recourse.