

TILLSONBURG RINGETTE ASSOCIATION

Confidentiality Policy



Purpose

1. The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to Tillsonburg Ringette Association.

Application of this Policy

2. This Policy applies to all categories of membership defined in the Tillsonburg Ringette Association Bylaws as well as all individuals volunteering, or engaged in activities with, Tillsonburg Ringette Association. Persons affected by this Policy include, but are not limited to, athletes, coaches, convenors, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of Tillsonburg Ringette Association (hereinafter "Tillsonburg Ringette Association Representatives").

Confidential Information

3. The term "Confidential Information" includes, but is not limited to, the following:

a) Personal information of Tillsonburg Ringette Association Representatives including:

- i. Home address
- ii. Email address
- iii. Personal phone numbers
- iv. Date of birth
- v. Financial information
- vi. Medical history
- vii. Police Vulnerable Sector Checks

b) Tillsonburg Ringette Association intellectual property, proprietary information, and business related to Tillsonburg Ringette Association programs, fundraisers, procedures, business methods, forms, policies, marketing and development plans, advertising programs, creative and training materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, registration lists, software, financial information, and information that is not generally or publicly known or distributed.

4. Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or posted publicly.

5. Tillsonburg Ringette Association Representatives voluntarily publishing or consenting to the publication of basic personal information in a public forum (such as the listing of an email address on a

website) forfeit the expectation of confidentiality for that personal information for as long as it is available publicly.

Responsibilities

6. Tillsonburg Ringette Association Representatives will not, either during the period of their involvement/employment with Tillsonburg Ringette Association or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement/employment, unless expressly authorized to do so.

7. Tillsonburg Ringette Association Representatives will not publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Confidential Information without the express written consent of Tillsonburg Ringette Association.

8. Tillsonburg Ringette Association Representatives will not use, reproduce, or distribute Confidential Information without the express written consent of Tillsonburg Ringette Association.

9. All files and written materials relating to Confidential Information will remain the property of Tillsonburg Ringette Association and, upon termination of involvement/employment with Tillsonburg Ringette Association or upon request of Tillsonburg Ringette Association, Tillsonburg Ringette Association Representative will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

Intellectual Property

10. Copyright and any other intellectual property rights for all written material (including material in electronic format or posted on a website) and other works produced in connection with employment or involvement with Tillsonburg Ringette Association will be owned solely by Tillsonburg Ringette Association, which shall have the right to use, reproduce, or distribute such material and works, in whole or in part, for any purpose it wishes. Tillsonburg Ringette Association may grant permission for others to use its intellectual property.

Enforcement

11. A breach of any provision in this Policy may be subject to legal recourse, termination of the employment or volunteer position, or sanctions pursuant to Tillsonburg Ringette Association's Discipline and Complaints Policy.

This Policy is subject to review at least once every three years. Date of last review: May 2018