

Harbour City Lakers Ringette Association

Confidentiality Policy

Date of Board Approval: September 2021
Date of Last Review: n/a

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Confidentiality Policy

1. Purpose

The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to the HCL.

2. Application of this Policy

This Policy applies to all categories of membership defined in the HCL's bylaws as well as all individuals engaged in activities with the HCL. Persons affected by this Policy include, but are not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, and directors and officers of the HCL (hereinafter "HCL Representatives").

3. Confidential Information

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

- a) Personal information of HCL Representatives including: home address, email address, personal phone numbers, date of birth, financial information, medical history, police vulnerable sector checks, child abuse registry checks.
- b) HCL intellectual property, proprietary information, and business related to HCL programs, procedures, business methods, forms, policies, decisions, marketing and development plans, advertising programs, creative and training materials, trade secrets, knowledge, techniques, data, products, technology, manuals, registration lists, financial information, and information that is not generally or publicly known or distributed.
- c) Confidential information does not include the following: name, title, business address, work telephone number, or any other information widely available or posted publicly.
- d) HCL 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.

4. Responsibilities

- a) HCL Representatives will not, either during the period of their involvement with HCL or anytime thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement, unless expressly authorized to do so.
- b) HCL Representatives will not publish, use, reproduce, distribute, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Confidential Information without the express written consent of HCL.
- e) All files and written materials relating to Confidential Information will remain the property of HCL and, upon termination of involvement with HCL or upon request of HCL, the HCL Representative will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

5. **Intellectual Property**

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 HCL will be owned solely by HCL, which shall have the right to use, reproduce, or distribute such material and works, in whole or in part, for any purpose it wishes. HCL may grant permission for others to use its intellectual property.

6. **Enforcement**

A breach of any provision in this Policy may be subject to legal recourse, termination of volunteer position, or sanctions pursuant to HCL's Discipline and Complaints Policy.