

BASEBALL PEI POLICY

Confidentiality Policy

1.1 Purpose

- The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to Baseball PEI.
- This Policy applies to all Individuals.

1.2 Confidential Information

- The term “Confidential Information” includes, but is not limited to, the following:
 - Personal information of Individuals including:
 - Home address
 - Date of birth
 - Financial information
 - Medical history
 - Police Vulnerable Sector Checks
- Association intellectual property, proprietary information, and business related to Baseball PEI’s 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.
- Confidential Information does not include the following: name, title, business address or any other information widely available or posted publicly.
- Upon entry into membership of Baseball PEI, an Individual may have their telephone number and/or email address exchanged with another member of Baseball PEI for communication purposes. Such information will not be exchanged with anybody who is not a member of Baseball PEI and/or Sport PEI without their express given consent.
- Individuals voluntarily publishing or consenting to the publication of basic personal information in a public forum forfeit the expectation of confidentiality for that personal information for as long as it is available publicly.

1.3 Responsibilities

- Individuals will not:



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- Either during the period of their involvement/employment with Baseball PEI 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.
- Publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Confidential Information without the express written consent of Baseball PEI.
- Use, reproduce or distribute Confidential Information without the express written consent of Baseball PEI.
- All files and written materials relating to Confidential Information will remain the property of Baseball PEI and, upon termination of involvement/employment with Baseball PEI or upon request of Baseball PEI, the Individual will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

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

1.5 Enforcement

- A breach of any provision in this Policy may be subject to legal recourse, termination of the employment or volunteer position, or other sanctions pursuant to Baseball PEI's *Discipline and Complaints Policy*.

