



Beaumont Raiders Lacrosse Association

Confidentiality Policy



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1) Definitions

These terms will have these meanings in this policy:

- a) "BRLA" – Beaumont Raiders Lacrosse Association
- b) "Individuals" - All individuals engaged in activities within direct control of BRLA, including but not limited to, Directors, Officers, Volunteers, Employees, Coaches, Officials, Managers, Administrators and Members.

2) Purpose

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

3) Application of this Policy

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

4) Responsibilities

1. 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 BRLA, unless expressly authorized to do so.
2. 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 BRLA.
3. All files and written materials relating to Confidential Information will remain the property of BRLA and upon termination of involvement/employment with BRLA or upon request of BRLA, 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.



4. The term “Confidential Information” includes, but it not limited to the following:
 - a) Personal Information collected and retained by BRLA, but not limited to: name, address, email, telephone number, cell phone number, date of birth and financial information;
 - b) BRLA intellectual property and proprietary information related to the programs, fundraisers, business or affairs of BRLA, 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.

5) Intellectual Property

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

6) Enforcement

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