

FIELD HOCKEY ALBERTA



Confidentiality Policy

From: Field Hockey Alberta - Policies Manual 2021
Voted Approved by the FHA Board Jan 2022

CONFIDENTIALITY POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) *"Confidential Information"* – Personal information of Representatives including but not limited to home address, email address, personal phone numbers, date of birth, financial information, medical information, and background check information. Additionally, *Confidential Information* also covers information considered to be intellectual property of FHA such as data, proprietary information, business information, and trade secrets
 - b) *"Representative"* – All individuals employed by, or engaged in activities on behalf of, FHA. Representatives include, but are not limited to, staff, administrators, Directors and Officers of FHA, committee members, and volunteers
 - c) *"Individuals"* – All individual categories of membership defined in FHA's Bylaws, as well as all individuals employed by, or engaged in activities with, FHA including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, parents/guardians and spectators at events, and Directors and Officers of FHA

Purpose

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

Scope and Application

3. This policy applies to all Individuals and Representatives of FHA.
4. Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or in the public domain.
5. Members voluntarily publishing or consenting to the publication of Confidential Information in a public forum (such as the listing of an email address on a website) forfeit the expectation of confidentiality for that Confidential Information for as long as it is available publicly.

Responsibilities

6. Representatives and Individuals will not, either during the period of their involvement/employment with FHA or any time thereafter, disclose, publish, communicate, or divulge to any person or organization any Confidential Information acquired during their period of involvement/employment, unless expressly authorized to do so.
7. Representatives and Individuals will not use, reproduce, or distribute Confidential Information without the express written consent of FHA.
8. All documents and written materials relating to Confidential Information will remain the property of FHA and, upon cessation of involvement/employment with FHA, for any reason, or upon request of FHA, Representatives will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

Intellectual Property

9. 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 FHA will be owned solely by FHA, which shall have the right to use, reproduce, or distribute such material

and works, in whole or in part, for any purpose it wishes. FHA may grant permission for others to use its intellectual property.

Enforcement

10. A breach of any provision in this Policy may be subject to legal recourse, termination of the employment or volunteer position, suspension or expulsion from membership, or sanctions pursuant to FHA's *Discipline and Complaints Policy*.