

Gloucester and Area Adult Ringette League (GAARA) OPERATIONAL PROCEDURES

Confidentiality Policy

1.0 Purpose

- 1.1 The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to Gloucester and Area Adult Ringette Association (hereinafter "GAARA").

2.0 Application of this Policy

- 2.1 This Policy applies to all categories of membership defined in the GAARA Bylaws as well as all individuals employed by or engaged in activities with GAARA.
- 2.2 Persons affected by this Policy include, but are not limited to team registrants (athletes, bench staff), affiliate players, committee members, on-ice officials, any individual who volunteers with GAARA or a for a team playing in GAARA, and directors and board observers of GAARA (hereinafter "GAARA representatives").
- 2.3 GAARA 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.

3.0 Responsibilities

- 3.1 GAARA Representatives will not, either during the period of their involvement/employment with GAARA 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.
- 3.2 GAARA 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 GAARA.
- 3.3 All files and written materials relating to Confidential Information will remain the property of GAARA and, upon termination of involvement/employment with GAARA or upon request of GAARA, GAARA Representative will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

- 3.4 The term “Confidential Information” includes, but is not limited to, the following:
- 3.4.1 Personal information of GAARA Representatives including: name, address, eMail address, personal phone numbers, date of birth, financial information, and medical history
 - 3.4.2 GAARA intellectual property, proprietary information, and business related to the programs, fundraisers, business or affairs of GAARA, including but not limited to: 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, committee decisions and information that is not generally or publicly known or distributed.
 - 3.4.3 Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or posted publicly.

4.0 Intellectual Property

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

5.0 Enforcement

- 5.1 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 GAARA’s Operational Procedures.