



St. Marys Ringette Association Policy

Policy Title: Confidentiality
Date revised: March 30 2020
Date reviewed

Purpose: The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to St. Marys Ringette Association.

Application:

This Policy applies to all categories of membership defined in the St. Marys Ringette Association Bylaws as well as all individuals volunteering, or engaged in activities with, St. Marys Ringette Association. Persons affected by this Policy include, but are not limited to, athletes, coaches, conveners, referees, officials, volunteers, administrators, committee members, and directors and officers of St. Marys Ringette Association (hereinafter "St. Marys Ringette Association Representatives"). Confidential Information The term "Confidential Information" includes, but is not limited to, the following:

- a) Personal information of St. Marys Ringette Association Representatives including:
 - i. Home address
 - ii. Email address
 - iii. Personal phone numbers
 - iv. Date of birth
 - v. Financial information
 - vi. Medical history
 - vii. Police Vulnerable Sector Checks
- b) St. Marys Ringette Association intellectual property, proprietary information, and business related to St. Marys Ringette Association 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, work telephone number, or any other information widely available or posted publicly. St. Marys Ringette Association 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.

Responsibilities: St. Marys Ringette Association Representatives will not, either during the period of their involvement/employment with St. Marys Ringette Association 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.

St. Marys Ringette Association 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 St. Marys Ringette Association.

St. Marys Ringette Association Representatives will not use, reproduce, or distribute Confidential Information without the express written consent of St. Marys Ringette Association.

All files and written materials relating to Confidential Information will remain the property of St. Marys Ringette Association and, upon termination of involvement/employment with St. Marys Ringette Association or upon request of St. Marys Ringette Association, St. Marys Ringette Association Representative will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

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

Enforcement: 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 St. Marys Ringette Association's Discipline and Complaints Policy. Each St. Marys Ringette Association board member/director will sign a confidentiality agreement yearly.

Confidentiality Agreement

This is to certify that I,

1. acknowledge and confirm that I am serving as a volunteer for the St. Marys Ringette Association. In this role I may acquire information both verbal and written on the organization, its players, families and volunteers about certain matters and things which are of a confidential nature and that such information is the exclusive property of the St.Marys Ringette and will remain in the strictest confidence.
2. affirm that the information referred to above could be used to the detriment of the organization and the volunteer activities and thereby undertake due care to treat as confidential all information, contracts or resources. I agree not to disclose the same to any third party either during the term I am volunteering for the organization or at any time thereafter unless required by law to do so.
3. agree that any knowledge gained as a result of my position as a volunteer will remain in the strictest of confidence.

Signature: _____ **Date:** _____