

OWHA Confidentiality Policy

The Ontario Women's Hockey Association (OWHA) respects the privacy of its members, participants, staff and volunteers. Personal and financial information is confidential and should not be disclosed or discussed with anyone without written permission or authorization from the President or designate. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Employees, volunteers and board members of Ontario Women's Hockey Association may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of Ontario Women's Hockey Association that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline which may including removal/dismissal. This policy applies to the Ontario Women's Hockey Association directors, officers, coaches, team staff, committee members, volunteers, administrators and employees (including contract personnel) (hereinafter "Ontario Women's Hockey Association Representatives") who have access to Confidential Information.

Responsibilities

- 1) OWHA Representatives will not, either during the period of their involvement/employment or any time thereafter, disclose to any person or organization any Confidential Information about OWHA acquired during their period of involvement/employment, unless expressly authorized, in writing, by the President or designate to do so.
- 2) OWHA Representatives will not publish, communicate, divulge or disclose to any unauthorized person, firm, corporation, third party or parties any Confidential Information, without the express written consent of the OWHA.
- 3) OWHA Representatives will not use, reproduce or distribute such Confidential Information or any part thereof, without the express written consent of OWHA President or designate.
- 4) All files and written materials relating to Confidential Information of OWHA will remain the property of OWHA and upon request of OWHA, the OWHA Representative 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.
- 5) The term "Confidential Information" includes, but it not limited to the following:
 - a) Names, addresses, e-mail, telephone number, cell phone number, date of birth and credit card information of Ontario Women's Hockey Association Representatives, Members and Participants;
 - b) Information related to the programs, fundraisers, business or affairs of OWHA or any OWHA Representative; and
 - c) Data, materials, products, technology, computer programs, specifications, manuals, business plans, software, marketing plans, and financial information.

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

GOVERNING LAW

This agreement shall be governed by and interpreted and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.

Enforcement

- 6) Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline which may including removal/dismissal.