

# **CONFIDENTIALITY POLICY**

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## **Purpose**

1. The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to Ringette Canada.

## **Application of this Policy**

2. This Policy applies to all categories of membership defined in the Ringette Canada Bylaws as well as all individuals employed by, or engaged in activities with, Ringette Canada. Persons affected by this Policy include, but are not limited to, athletes, coaches, convenors, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of Ringette Canada (hereinafter “Ringette Canada Representatives”).

## **Confidential Information**

3. The term “Confidential Information” includes, but is not limited to, the following:
  - a) Personal information of Ringette Canada Representatives including:
    - i. Home address
    - ii. Email address
    - iii. Personal phone numbers
    - iv. Date of birth
    - v. Financial information
    - vi. Medical history
    - vii. Screening information including Criminal Record Checks and Vulnerable Sector Checks
  - b) Ringette Canada intellectual property, proprietary information, and business related to Ringette Canada 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.
4. Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or posted publicly.
5. Ringette Canada 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**

6. Ringette Canada Representatives will not, either during the period of their involvement/employment with Ringette Canada 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.
7. Ringette Canada 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 Ringette Canada.
8. Ringette Canada Representatives will not use, reproduce, or distribute Confidential Information without the express written consent of Ringette Canada.
9. All files and written materials relating to Confidential Information will remain the property of Ringette Canada and, upon termination of involvement/employment with Ringette Canada or upon request of Ringette Canada, Ringette Canada 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**

10. 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 Ringette Canada will be owned solely by Ringette Canada, which shall have the right to use, reproduce, or distribute such material and

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

### **Enforcement**

11. 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 Ringette Canada's *Discipline and Complaints Policy*.

This Policy is subject to review at least once every three years

**Date of last review: September 2019**

*The publication of Ringette Canada policies will be in the English and French languages. In the case of conflicting interpretations, the English version will prevail.*