

| Policy Revision | Section(s) revised | Change Description | Effective Date |
|-----------------|--------------------|--------------------|----------------|
| 0 | | Reformat | Sept 2019 |
| | | | |

16. Confidentiality Policy

16.1. Definitions

These terms will have these meanings in this policy:

- 16.1.1. “Ringette Calgary” – Ringette Calgary Association
- 16.1.2. “Individuals” - All individuals engaged in activities within direct control of Ringette Calgary, including but not limited to, Directors, Officers, volunteers, employees, coaches, officials, managers and administrators.

16.2. Purpose

The purpose of this policy is to ensure the protection of Confidential Information that is proprietary to Ringette Calgary by making all Individuals aware that there is an expectation to act at all times appropriately and consistently with this policy.

16.3. Application of this Policy

This policy applies to all Individuals as defined in the Definitions.

16.4. Responsibilities

- 16.4.1. Individuals will not, either during the period of their involvement/employment or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement/employment with Ringette Calgary, unless expressly authorized to do so.
- 16.4.2. Individuals will not publish, communicate, divulge or disclose to any unauthorized person, firm, corporation, third party or parties any Confidential Information or any part thereof, without the express written consent of Ringette Calgary.
- 16.4.3. All files and written materials relating to Confidential Information will remain the property of Ringette Calgary and upon termination of involvement/employment with Ringette Calgary or upon request of Ringette Calgary, the Individual 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.
- 16.4.4. The term “Confidential Information” includes, but it not limited to the following:
 - 16.4.4.1. Personal Information collected and retained by Ringette Calgary, but not limited to: name, address, e-mail, telephone number, cell phone number, date of birth and financial information;
 - 16.4.4.2. Ringette Calgary intellectual property and proprietary information related to the programs, fundraisers, business or affairs of Ringette Calgary, including, but not limited to: procedures, business methods, forms, policies, business, marketing and development plans, advertising programs, creative materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, software, financial information and information that is not generally or publicly known.

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

16.6. **Enforcement**

A breach of any provision in this policy may give rise to discipline in accordance with Ringette Calgary's Discipline and Complaints policy or legal recourse.