

	Policy Title:	Confidentiality Policy
	Adopted:	2014
	Approved by:	Calgary Aquabelles Board of Directors
	Effective Date:	2014
	Pages:	2

1) Definitions

- a) *"Personal Information"* – any information about an individual that relates to the person's personal characteristics including, but not limited to gender, age, income, home address, home phone number, ethnic background, family status, health history, and health conditions.
- b) *"Stakeholder"* – Individuals employed by, or engaged in activities on behalf of, the Aquabelles including: coaches, staff members, contract personnel, volunteers, administrators, committee members, all categories of members defined in the Aquabelles By-laws, and directors and officers of the Aquabelles.
- c) *"Participants"* – All categories of membership defined in the Aquabelles By-laws as well as all individuals employed by, or engaged in activities with, the Aquabelles including, but not limited to, athletes, coaches, officials, volunteers, administrators, and directors and officers of the Aquabelles.

2) Purpose

- a) The purpose of this policy is to ensure the protection of confidential information that is proprietary to the Calgary Aquabelles Artistic Swimming Club (the "Aquabelles") by making all Aquabelles Members aware that there is an expectation to act at all times appropriately and consistently with this policy.

3) Application of this Policy

- a) This policy applies to all categories of membership within Aquabelles, as well as all individuals employed (including contract personnel) by or engaged in activities with Aquabelles, including but not limited to, directors, committee members, athletes, coaches, volunteers, officers, and administrators (hereinafter "Aquabelles Representatives").

4) Responsibilities

- a) Aquabelles Representatives will not, either during the period of their involvement/employment or anytime thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement/employment, unless expressly authorized to do so.
- b) Aquabelles 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 Aquabelles.
- c) Aquabelles Representatives will not use, reproduce or distribute such confidential information or any part thereof, without the express written consent of the Aquabelles.
- d) All files and written materials relating to confidential information of the Aquabelles will remain the property of the Aquabelles and upon termination of involvement/employment with Aquabelles or upon request of Aquabelles, the Aquabelles 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.

- e) The term "confidential information" includes, but is not limited to the following:
 - i) Personal Information of Aquabelles Members and Representatives, including but not limited to, name, address, e-mail, telephone number, cell phone number, date of birth and financial information;
 - ii) Aquabelles intellectual property and proprietary information related to the programs, fundraisers, business or affairs of Aquabelles and any of its divisions, 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 and distributed.

5) Intellectual Property

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

6) Enforcement

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