



Confidentiality Policy

Edmonton Riptides Water Polo Club

Confidentiality Policy

Definitions

1. The following terms have these meanings in this Policy:
 - a) *“Club”* – Edmonton Riptides Water Polo Club
 - b) *“Confidential Information”* – includes, but it not limited to the following:
 - i. Personal Information of Club Individuals includes but is not limited to, name, address, e-mail, telephone number, cell phone number, date of birth and financial information.
 - ii. Club intellectual property and proprietary information related to the programs, fundraisers, business or affairs of the Club 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.
 - c) *“Individuals”* – All categories of membership defined in the Club’s Bylaws, as well as all individuals engaged in activities with the Club including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Club
 - d) *“In writing”*- A letter or email sent directly to the Club.

Purpose

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

Application of this Policy

3. This policy applies to all Individuals.

Responsibilities

4. 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 the Club, unless expressly authorized to do so.
5. Individuals 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 Board.
6. Individuals will not use, reproduce, or distribute such Confidential Information or any part thereof, without the express written consent of the Board.
7. All files and written materials relating to Confidential Information will remain the property of the Club and upon termination of involvement/employment with the Club or upon request of the Board, 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.

Intellectual Property

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

Enforcement

9. A breach of any provision in this policy may give rise to discipline in accordance with the Club's Discipline and Complaints policy.

Review and Approval

10. This policy was approved by the Executive Committee of The Edmonton Riptides Water Polo Club on January 14, 2021 and will be reviewed by the Board on an annual basis.