

POLICY NAME	CONFIDENTIALITY POLICY			POLICY NO.
EFFECTIVE DATE	Unknown	DATE OF LAST REVISION		VERSION NO.
ADMINISTRATOR RESPONSIBLE	CEO		CONTACT INFORMATION	ceo@volleyballbc.org
APPLIES TO	All categories of membership defined in the Volleyball BC Bylaws as well as all individuals employed by, or engaged in activities with, Volleyball BC. Persons affected by this Policy include, but are not limited to, athletes, coaches, convenors, judges, officials, volunteers, managers, administrators, committee members, and directors and officers of Volleyball BC (hereinafter "Volleyball BC Representatives").		APPROVED BY	HR & Governance Committee and Board of Directors

1. Purpose

1.1 The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to Volleyball BC.

2. Application

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

3. Confidential Information

3.1 The term "Confidential Information" includes, but is not limited to, the following:

- a) Personal information of Volleyball BC Representatives including:
 - i. Home address
 - ii. Email address
 - iii. Personal phone numbers
 - iv. Date of birth
 - v. Financial information
 - vi. Medical history
 - vii. Police Vulnerable Sector Checks
- b) Volleyball BC intellectual property, proprietary information, and business related to Volleyball BC 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. Responsibilities

- 4.1 Volleyball BC Representatives will not, either during the period of their involvement/employment with Volleyball BC 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.
- 4.2 Volleyball BC 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 Volleyball BC.

Volleyball BC Representatives will not use, reproduce or distribute Confidential Information without the express written consent of Volleyball BC.

4.3 All files and written materials relating to Confidential Information will remain the property of Volleyball BC and, upon termination of involvement/employment with Volleyball BC or upon request of Volleyball BC, the Volleyball BC Representative will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

5. Intellectual Property

5.1 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 Volleyball BC will be owned solely by Volleyball BC, which has the right to use, reproduce or distribute such material and works, in whole or in part, for any purpose it wishes. Volleyball BC may grant permission for others to use its intellectual property.

6. Enforcement

6.1 A Volleyball BC Representative in breach of any provision in this Policy may be subject to legal recourse, termination of the employment or volunteer position, or sanctions pursuant to Volleyball BC's Discipline and Complaints Policy.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR