

POLICY NAME		CONFIDENTIALITY POLICY		POLICY NO.	
EFFECTIVE DATE		DATE OF LAST REVISION		VERSION NO.	
ADMINISTRATOR RESPONSIBLE	CEO		CONTACT INFORMATION	ceo@volleyballbc.org	
APPLIES TO	Refers to all categories of individual members and/or registrants defined in the Bylaws of the Organization who are subject the policies of Volleyball BC, as well as all people employed by, contracted by, or engaged in activities with, Volleyball BC including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors and Officers.		APPROVED BY	HR & Governance Committee and Board of Directors	

1. Definitions

1.1 *Athlete* – Includes any individual who is registered to compete for Volleyball BC.

1.2 *Confidential Information* – Personal information of Individuals including but not limited to home address, email address, personal phone numbers, date of birth, financial information, medical information, child abuse registry checks, and background check information. Additionally, *Confidential Information* also includes information considered to be intellectual property of Volleyball BC such as data, proprietary information, business information, trade secrets, and information that is not generally or publicly known or distributed. Further, *Confidential Information* also includes sensitive personal disclosures, including experiences of harassment, abuse, discrimination, or other forms of maltreatment, as well as information related to an Individual's identity (e.g., gender identity, sexual orientation, race, ethnicity, disability, or cultural background), where disclosure could reasonably cause harm.

1.3 *Individuals* – Refers to all categories of individual members and/or registrants defined in the Bylaws of the Organization who are subject the policies of Volleyball BC, as well as all people employed by, contracted by, or engaged in activities with, Volleyball BC including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors and Officers.

1.4 *Representative* – All individuals employed by, or engaged in activities on behalf of, Volleyball BC. Representatives include, but are not limited to, staff, administrators, Directors and Officers of Volleyball BC, committee members, and volunteers.

2. Purpose

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

3. Scope and Application

3.1 This policy applies to all Representatives.

3.2 Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or in the public domain.

3.3 Individuals voluntarily publishing or consenting to the publication of their personal information in a public forum (such as the listing of an email address on a website) forfeit their expectation of confidentiality for that information for as long as it is

available publicly.

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 publish, communicate, or divulge 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 use, reproduce or distribute Confidential Information without the express written consent of Volleyball BC.
- 4.3 All Confidential Information acquired or handled by Representatives shall be collected, used, stored, transported, transmitted, and (as appropriate) destroyed in a manner that is appropriately secure given the nature of the information and the related circumstances.
- 4.4 Representatives must exercise heightened care when handling Confidential Information involving Individuals in vulnerable or lower-power positions, including minors, Athletes, and complainants in safe sport matters. Confidentiality must never be used to silence, intimidate, or disadvantage Individuals raising concerns in good faith.
- 4.5 Any Volleyball BC Representatives without an employment contract that includes confidentiality obligations will sign and submit a Confidentiality Agreement (Appendix A) upon election, appointment, or employment with Volleyball BC. By signing the Confidentiality Agreement, the Representative accepts an obligation not to disclose or discuss with another person or entity, or to use for their own purposes, Confidential Information concerning the business, activities, and affairs of Volleyball BC that has been received in their capacity serving Volleyball BC, unless otherwise authorized by the Board, or, in the case of an employee or contractor, by senior management.

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.
- 5.2 Confidential Information that is intellectual property of Volleyball BC will remain the property of Volleyball BC and, upon cessation of involvement/employment with Volleyball BC, for any reason, or upon request of Volleyball BC, Representatives will immediately return this information, as well as copies and reproductions, and any other media containing this information.

6. Communication and Enforcement

- 6.1 A breach of any provision in this Policy may be subject to legal recourse, termination of the employment or volunteer position, suspension or expulsion from membership, or sanctions following a complaint filed pursuant to the *Discipline and Complaints Policy*.
- 6.2 Any Individual concerned about a potential breach of any provision in this Policy may report the breach by emailing reporting@volleyballbc.org

7.

Review and Approval

- 7.1 This Policy will be reviewed every two years or as decided by the Chief Executive Officer and/or the Volleyball BC Board of Directors.
- 7.2 This Policy was approved by the Board of Directors on September 21 2026.

Appendix A – Confidentiality Agreement

WHEREAS _____ (print name) has been elected or appointed to the Volleyball BC Board of Directors, appointed to a Committee of Volleyball BC, or has entered into an employment agreement or contract with Volleyball BC,

AND WHEREAS by holding this position the above-named will have access to

- confidential information concerning the business and affairs of Volleyball BC;
- confidential information concerning the business and affairs of Volleyball BC's funders, partners and sponsors;
- confidential information pertaining to Board or Committee discussions and deliberations, many of which are private; and
- personal and confidential information (which may include medical information) pertaining to individuals (and representatives of organizations) who are members of Volleyball BC, and their member clubs including players, officials, coaches, managers, volunteers, and staff,

the above-named hereby agrees that they, during their term or tenure with Volleyball BC, or at any time thereafter, will not

- disclose to any person or organization any confidential or personal information as described above, unless such disclosure is done with the consent of the individual who is the subject of the information, is done in accordance with Volleyball BC policies and by-laws, or is done in compliance with provincial and/or federal law; or
- use confidential information acquired in the course of fulfilling their official duties with Volleyball BC to derive any personal benefit.

The above-named also understands that a failure to comply with this agreement may give rise to discipline in accordance with the Volleyball BC Code of Conduct and Ethics, Discipline and Complaints Policy, and other policies regarding the conduct of its representatives which the Board may approve from time to time. Non-compliance may lead to sanctions that may include removal from the position, suspension, expulsion from membership, and / or the termination of an employment agreement or contract.

I, _____, a _____ (insert director, staff, volunteer, member, contractor, etc.) of Volleyball BC, have read and understand this Confidentiality Agreement, and hereby agree to the terms and conditions as noted therein.

Signature:

Date: