

UNDERSTANDING THE CONFIDENTIALITY POLICY

What is this policy for?

This policy protects Volleyball BC's confidential information. It explains what counts as confidential information, how it must be handled, and what happens if it is not kept confidential.

Who does this policy apply to?

This policy applies to all Volleyball BC "Representatives". A Representative is anyone employed by, or acting on behalf of, Volleyball BC. This includes:

- Staff
- Administrators
- Directors and Officers of Volleyball BC
- Committee members
- Volunteers

Anyone involved with Volleyball BC can report a concern that this policy may have been broken (see "How do I report a concern?" below).

What is confidential information?

Confidential information includes:

- **Personal information** about individuals, such as:
 - Home address, email address and personal phone numbers
 - Date of birth
 - Financial information
 - Medical information
 - Child abuse registry checks and background checks
- **Volleyball BC's intellectual property** (information and work that belong to Volleyball BC), such as data, business information, trade secrets, and any information that is not generally known or shared with the public
- **Sensitive personal disclosures**, such as experiences of harassment, abuse, discrimination or other forms of maltreatment that someone has shared
- **Information about a person's identity** (such as gender identity, sexual orientation, race, ethnicity, disability or cultural background), where sharing it could reasonably cause harm

What is not confidential?

- Name and title
- Business address and work phone number
- Any other information that is widely available or already public

Sometimes people choose to make their own personal information public, or agree to have it published (for example, an email address listed on a website). That information is no longer confidential for as long as it is publicly available.

What are my responsibilities?

If you are a Representative, you **must not**:

- Share, publish or give anyone confidential information you learned while involved with, or employed by, Volleyball BC, unless you have been directly authorized to do so. This applies during your time with Volleyball BC and at any time after you leave.
- Use, copy or distribute confidential information without Volleyball BC's written permission.

You must:

- Keep confidential information secure whenever you collect, use, store, move or send it, and destroy it securely when appropriate. The level of security must suit the type of information and the situation.
- Take extra care with confidential information about people in vulnerable or lower-power positions, such as minors, athletes, and people who make safe sport complaints (for example, about abuse or harassment).

Can confidentiality be used to stop someone from raising a concern?

No. Confidentiality must never be used to silence, intimidate or disadvantage anyone who raises a concern in good faith (honestly and with good intentions).

Do I need to sign a Confidentiality Agreement?

Some Representatives must sign the Confidentiality Agreement (Appendix A of the policy). This applies if you do not have an employment contract that already includes confidentiality obligations. You must sign and return the agreement when you are elected, appointed or hired.

The agreement covers confidential information about:

- The business and affairs of Volleyball BC
- The business and affairs of Volleyball BC's funders, partners and sponsors
- Board and committee discussions and decisions, many of which are private
- Members of Volleyball BC and its member clubs – including players, officials, coaches, managers, volunteers and staff – such as personal and medical information

By signing, you agree that during your time with Volleyball BC, and at any time after, you will:

- Not share or discuss this information with anyone, or use it for your own purposes, unless the Board has authorized it. For employees and contractors, senior management can give this authorization.
- Only share confidential or personal information if: the person it is about agrees; it is allowed by Volleyball BC's policies and bylaws; or it is allowed by provincial or federal law
- Not use confidential information from your role for personal benefit

Who owns the work I create for Volleyball BC?

- Volleyball BC alone owns the copyright and other intellectual property rights for all written material and other work produced through your employment or involvement with Volleyball BC. This includes electronic material and website content. Volleyball BC can use, copy or share this work, in whole or in part, for any purpose.
- Volleyball BC may give others permission to use its intellectual property.
- You must immediately return any confidential information that is Volleyball BC's intellectual property, including all copies and anything else that contains it. This applies when your involvement or employment with Volleyball BC ends, for any reason, or whenever Volleyball BC asks.

What happens if someone breaks this policy?

Breaking this policy may lead to:

- Legal action
- Removal from your position
- Termination of employment, a volunteer position, or a contract
- Suspension or removal (expulsion) from membership
- Discipline under the Code of Conduct and Ethics, the Discipline and Complaints Policy or other Volleyball BC policies

How do I report a concern?

Anyone who is concerned that this policy may have been broken can report it by email:

reporting@volleyballbc.org

This policy was approved by the Volleyball BC Board of Directors on September 21, 2026. It is reviewed every two years, or when the CEO and/or the Board decide.

Note: *This document is designed to explain Volleyball BC's Confidentiality Policy. There may be details in the Policy that are not contained in this document. In the event of any difference between the two documents, the content of the Confidentiality Policy takes priority.*