

## **Confidentiality Policy**

**CALGARY AQUAMUMS MASTERS SYNCHRONIZED SWIM CLUB** Hereafter referred to as **Calgary Aquamums**

### **Purpose**

1. The purpose of this policy is to ensure the protection of Confidential Information that is proprietary to Calgary Aquamums by making all Calgary Aquamums Members aware that there is an expectation to act at all times appropriately and consistently with this policy.

### **Application of this Policy**

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

### **Responsibilities**

3. Calgary Aquamums Representatives 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, unless expressly authorized to do so.
4. Calgary Aquamums 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 Calgary Aquamums.
5. Calgary Aquamums Representatives will not use, reproduce or distribute such Confidential Information or any part thereof, without the express written consent of Calgary Aquamums.
6. All files and written materials relating to Confidential Information of Calgary Aquamums will remain the property of Calgary Aquamums and upon termination of involvement/employment with Calgary Aquamums or upon request of Calgary Aquamums, the Calgary Aquamums 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.
7. The term "Confidential Information" includes, but it not limited to the following:
  - a) Personal Information of Calgary Aquamums Members and Representatives, including but not limited to, name, address, e-mail, telephone number, cell phone number, date of birth and financial information;
  - b) Calgary Aquamums intellectual property and proprietary information related to the programs, fundraisers, business or affairs of Calgary Aquamums 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.

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

**Enforcement**

9. A breach of any provision in this policy may give rise to discipline in accordance with Calgary Aquamums's Discipline and Complaints policy or legal recourse.