

CONFIDENTIALITY POLICY

UPDATED OCTOBER 2014

Sask Volleyball Confidentiality Policy

Definitions

1. The following terms have these meanings in this Policy:
 - a) “Sask Volleyball” – Saskatchewan Volleyball Association.

Purpose

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

Application of this Policy

3. This policy applies to all categories of membership within Sask Volleyball, as well as all individuals employed (including contract personnel) by or engaged in activities with Sask Volleyball, including but not limited to, directors, committee members, athletes, coaches, judges, officials, referees, volunteers, officers, managers and administrators (collectively hereinafter “Sask Volleyball Representatives”).

Responsibilities

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

Intellectual Property

9. 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 Sask Volleyball will be owned solely by Sask Volleyball, who will have the right to use, reproduce or

distribute such material and works, or any part thereof, for any purpose it wishes. Sask Volleyball may grant permission for others to use such written material or other works, subject to such terms and conditions as Sask Volleyball may prescribe.

Enforcement

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