

Policy Section	Change	Policy Version #	Date Approved	Effective Date
All	New Policy	0	2002	2002
All	Policy Revisions	0.1 – 0.7	2003-2011	2003-2011
All	Split Policy into sections 1.0 – 23.0, Appendix A – G	1	2012	2012
All	Spelling, Punctuation	2	N/A	11/03/2017

18.0 CONFIDENTIALITY POLICY

18.1 Purpose

Ringette Alberta is committed to maintaining the confidentiality of all participants. Member associations and Ringette Alberta will ensure the protection of proprietary Confidential Information through the provisions within this policy.

18.2 Applicability

This policy applies to all Members, as well as all individuals employed (including contract personnel) by or engaged in activities with Ringette Alberta, including but not limited to, directors, committee members, athletes, coaches, judges, officials, referees, parents/guardians, volunteers, officers, managers and administrators (collectively hereinafter “Ringette Alberta Representatives”).

18.3 Principles

- 18.3.1 All Members shall be entitled to the protection and privacy of their personal information.
- 18.3.2 Ringette Alberta intellectual property and proprietary information shall be protected.
- 18.3.3 Implied consent is given to Ringette Alberta and Members to use such personal information as necessary to provide the services and support as needed.
- 18.3.4 Reporting and resolution of breaches of this confidentiality policy will be first handled by Directors of the Member organization closest to the issue. If the breach is not resolved to the satisfaction of any Member, the complaint may then be escalated to the Ringette Alberta Board of Directors.

18.4 Requirements

- 18.4.1 Ringette Alberta 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 or employment with Ringette Alberta, unless expressly authorized to do so.



18.4.2 Ringette Alberta Representatives will not publish,

communicate, divulge or disclose to any unauthorized person, firm, corporation, third party or parties any Confidential Information or any part thereof, without the express written consent of Ringette Alberta.

18.4.3 All files and written materials relating to Confidential Information will remain the property of Ringette Alberta and upon termination of involvement/employment with Ringette Alberta or upon request of Ringette Alberta, Ringette Alberta 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.

18.4.4 Intellectual Property

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

18.4.5 Compliance and Consequences

A breach of any provision in this policy may give rise to discipline in accordance with Ringette Alberta's Disciplinary policy (see 15.0 Disciplinary Policy) or legal recourse.

18.5 References

15.0 Disciplinary Policy

18.6 Definitions

The following terms have these meanings in this Policy:

- a) Member: All categories of membership defined in the Ringette Alberta Bylaws, as well as any person affiliated with Ringette Alberta or its members, including, individuals employed or volunteering for Ringette Alberta, Ringette Alberta directors, officers, committee members, referees, officials, parents/guardians and other individuals who are decision-makers within Ringette in Alberta;
- b) *Confidential Information*: includes, but it not limited to the following:
 - i. Personal Information of Ringette Alberta Members and Representatives, including but not limited to: name, address, e-mail, telephone number, cell phone number, date of birth and financial information;

- ii. Ringette Alberta intellectual property and proprietary information related to the programs, fundraisers, business or affairs of Ringette Alberta 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.
- c) *Implied Consent*: is consent given to administrators of Ringette programs and services by virtue of registration with Ringette Alberta as an athlete, official or team staff to provide other Members with applicable personal information only in order to effectively carry out services.