



Confidentiality Policy

Strathcona County Swim Club (also referred herein as SilverRays or SRAYS) ensures the protection of Confidential Information that is proprietary to the Organization. This policy applies to all categories of membership within SRAYS as well as all individuals employed by, or engaged in activities with, the nonprofit organization.

General Guidelines

Confidential Information includes personal information of its members or representatives. It also includes Strathcona County Swim Club's intellectual property, proprietary information, and business related to the program, fundraisers, procedures, forms, policies, marketing, development plans, training materials, trade secrets, knowledge, techniques, data, products, technology, financial information and information that is not generally or publicly known or distributed.

Confidential information does not include the following: name, title, business address, work telephone number, or any other information widely available or posted publicly.

Strathcona County Swim Club's Representatives agree to the following:

- i. Representatives voluntarily publishing, or consenting to the publication of, basic personal information in a public forum (such as listing of an email address on a website) forfeit the expectation of confidentiality for that personal information for as long as it is available publicly.
- ii. Representatives will not, either during the period of their involvement or employment with the Club or any time thereafter, disclose to any person or organization any confidential information acquired during their period of involvement/employment, unless expressly authorized by SRAYS to do so.
- iii. Representatives will not use, reproduce, or distribute confidential information without the express written consent of the Executive of SRAYS.
- iv. All files and written materials relating to confidential information will remain the property of SRAYS and upon termination of involvement/employment with the club or upon request from the club, the representative will immediately return all written and tangible confidential information, as well as copies and reproductions, and any other media containing confidential information.
- v. Copyright and any other intellectual property rights for all written material (including in electronic format or posted on a website) and other works produced in connection with employment or involvement will be owned solely by SRAYS, which shall have the right to use, reproduce, or distribute such materials and works, in whole or in part, for any purpose it wishes. SRAYS may grant permission for others to use its intellectual property.

Enforcement

A breach of any provision in this policy may be subject to legal recourse, termination of the employment or volunteer position, or sanctions pursuant to the SRAYS Discipline, Complaints and Dispute Resolution Policy.

Approved: October 7, 2020

Strathcona County Swim Club Board of Directors