



## **Confidentiality Policy**

(June 2016)

### **Purpose**

1. The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to Biathlon Canada.

### **Application of this Policy**

2. This Policy applies to all categories of membership defined in Biathlon Canada's Bylaws as well as all individuals employed by, or engaged in activities with, Biathlon Canada. Persons affected by this Policy include, but are not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, and Directors and Officers of Biathlon Canada (hereinafter "Biathlon Canada Representatives").

### **Confidential Information**

3. The term "Confidential Information" includes, but is not limited to, the following:
  - a) Personal information of Biathlon Canada Representatives including:
    - i. Home address
    - ii. Email address
    - iii. Personal phone numbers
    - iv. Date of birth
    - v. Financial information
    - vi. Medical history
    - vii. Police Vulnerable Sector Checks
  - b) Biathlon Canada intellectual property, proprietary information, and business related to Biathlon Canada's programs, fundraisers, procedures, business methods, forms, policies, marketing and development plans, advertising programs, creative and training materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, registration lists, software, financial information, and information that is not generally or publicly known or distributed.
4. Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or posted publicly.
5. Biathlon Canada Representatives voluntarily publishing or consenting to the publication of basic personal information in a public forum (such as the 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.

### **Responsibilities**

6. Biathlon Canada Representatives will not, either during the period of their involvement/employment with Biathlon Canada 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.

7. Biathlon Canada Representatives will not publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Confidential Information without the express written consent of Biathlon Canada.
8. Biathlon Canada Representatives will not use, reproduce, or distribute Confidential Information without the express written consent of Biathlon Canada.
9. All files and written materials relating to Confidential Information will remain the property of Biathlon Canada and, upon termination of involvement/employment with Biathlon Canada or upon request of Biathlon Canada, the Biathlon Canada Representative will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

### **Intellectual Property**

10. Copyright and any other intellectual property rights for all written material (including material in electronic format or posted on a website) and other works produced in connection with employment or involvement with Biathlon Canada will be owned solely by Biathlon Canada, which shall have the right to use, reproduce, or distribute such material and works, in whole or in part, for any purpose it wishes. Biathlon Canada may grant permission for others to use its intellectual property.

### **Enforcement**

11. 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 Biathlon Canada's *Discipline and Complaints Policy*.