



Burnaby Water Polo Club Confidentiality Notice

Definitions

The following terms have these meanings in this Policy:

a) “Burnaby Water Polo Club Members”: Registered participants, Parents, Guardians, Directors, Administrators and Volunteers of Burnaby Water Polo Club programs, activities and events. “BWPC” is the abbreviation of Burnaby Water Polo Club.

b) “Confidential Information” includes, but is not limited to:

- Personal Information of BWPC Members and Registrants, including but not limited to: name, address, e-mail, telephone number, cell phone number, date of birth, financial information, medical history, etc.
- BWPC intellectual property and proprietary information related to the programs, fundraisers, business or affairs of BWPC 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) Confidential Information does not include information widely available or posted publicly, including but not limited to: name, title, business address, and work telephone number. Individuals 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.

Purpose

The purpose of this policy is to ensure the protection of Confidential Information acquired by, or belonging to Burnaby Water Polo Club by making all members aware that there is an expectation to act at all times appropriately and consistently with this policy.

Application of this Policy

This Policy applies to all Burnaby Water Polo Club Members as defined in the Definitions.

Responsibilities

Burnaby Water Polo Club Members will not, either during the period of their involvement/employment or any time thereafter, disclose to any person or organization any Confidential Information of Burnaby Water Polo Club acquired during their period of

involvement/employment, unless expressly authorized by the Burnaby Water Polo Club board to do so.

Burnaby Water Polo Club Members 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 Burnaby Water Polo Club.

Burnaby Water Polo Club Members will not use, reproduce or distribute such Confidential Information or any part thereof, without the express written consent of the board of Burnaby Water Polo Club.

All files and written materials relating to Confidential Information of Burnaby Water Polo Club will remain the property of Burnaby Water Polo Club and upon termination of involvement/employment with Burnaby Water Polo Club or upon request of Burnaby Water Polo Club, the Burnaby Water Polo Club Member 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.

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

Enforcement

A breach of any provision in this policy may give rise to discipline in accordance with Burnaby Water Polo Club's Discipline and Complaints policy or legal recourse.

Approval

This policy was approved by the Burnaby Water Polo Club Board on Mar 3rd, 2020.

Name

Signature

Date

