



CONFIDENTIALITY POLICY

March 2018

PREAMBLE

Water Ski Wakeboard Ontario (WSWO) is committed to protecting its proprietary confidential information.

DEFINITIONS

WSWO Representatives: all individuals employed by, or engaged in activities with, the WSWO including, but not limited to, athletes, coaches, officials, volunteers, administrators, contract personnel, committee members, and Directors and officers of Water Ski Wakeboard Ontario (hereinafter "WSWO Representatives").

Confidential Information:

The term "Confidential Information" includes, but is not limited to, the following:

- a) Personal information of WSWO 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) WSWO intellectual property, proprietary information, and business related to WSWO 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.

PURPOSE

The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to the WSWO.

POLICY

This Policy applies to all categories of membership within the WSWO's Bylaws as well as all individuals employed by, or engaged in activities with, the WSWO. Persons affected by this Policy include, but are not limited to, athletes, coaches, officials, volunteers, administrators, contract personnel, committee members, Directors and officers of the WSWO (hereinafter "WSWO Representatives").

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

WSWO 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

WSWO Representatives will not, either during the period of their involvement/employment with the WSWO 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.

WSWO 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 the WSWO

WSWO Representatives will not use, reproduce, or distribute Confidential Information without the express written consent of the WSWO

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

WSWO, the WSWO 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

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 the WSWO will be owned solely by the WSWO, which shall

have the right to use, reproduce, or distribute such material and works, in whole or in part, for any purpose it wishes.

The WSWO 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 WSWO's Discipline and Complaints Policy.