



1A-1084 Kenaston Street
Ottawa, ON, K1B 3P5

Tel.: (613) 748-5682
Fax: (613) 748-5777

Confidentiality Policy

Definitions

Within this policy, the terms “Water Polo Canada Representatives” and “Confidential Information” will have the following meanings:

- a) “Representatives of Water Polo Canada” includes all Members and Registrants (as defined in the Water Polo Canada Bylaws), as well as all individuals employed (including contract personnel) by or engaged in activities with Water Polo Canada, including but not limited to committee members, parents/guardians, volunteers, officers, and administrators.
- b) “Confidential Information” includes, but is not limited to:
 - Personal Information of Water Polo Canada 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.
 - Water Polo Canada intellectual property and proprietary information related to the programs, fundraisers, business or affairs of Water Polo Canada 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.

Purpose

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

Application of this Policy

It is the policy of Water Polo Canada that any Representative of Water Polo Canada that is likely to have exposure to Confidential Information sign the Confidentiality Agreement which forms part of this policy. As a minimum requirement, it is the policy of Water Polo Canada that all staff members, all members of the Board of Directors, all committee chairpersons and committee members are required to sign the Confidentiality Agreement as soon as practicable after assuming such a position.

The National Office shall coordinate the distribution for signature and the collection of the Confidentiality Agreement by the respective Members and Registrants, particularly when a number of changes in office occur, such as immediately following the Annual General Meeting.



1A-1084 Kenaston Street
Ottawa, ON, K1B 3P5

Tel.: (613) 748-5682
Fax: (613) 748-5777

It shall be the responsibility of all Members and Registrants to advise the National Office if any other person has or is likely to have access to Confidential Information such that the National Office can ensure that such person also executes the Confidentiality Agreement.

Responsibilities

Individuals 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/employment with Water Polo Canada, unless expressly authorized to do so.

Individuals 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 Water Polo Canada.

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

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.

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

Enforcement

A breach of any provision in this policy may give rise to discipline or other legal recourse in accordance with the Water Polo Canada Code of Conduct.

Approval

This policy was approved by the Water Polo Canada Board of Directors on the 14th day of June, 2015.