



SHUSWAP VOLLEYBALL CLUB

Confidentiality Policy

Definitions

The following terms have these meanings in this Policy:

- a) "Members" – All individuals employed by, or engaged in activities with, SVC including, but not limited to, athletes, coaches, coordinators, judges, officials, volunteers, managers, administrators, committee members, Parents, directors, and officers of SVC.
- b) "Parent" means solely the parent(s) or legal guardian(s) of the Athlete.
- c) "SVC" – means **Shuswap Volleyball Club** and its volunteer staff.

Purpose - SVC is committed to protecting the Confidential Information that is proprietary to SVC and the information of all members. If any information is to be shared, permission should be sought.

Scope and Application of Confidentiality Policy - This Policy applies to all Members. It is intended to protect information as well as outline how information can be shared with permission.

Confidential Information

- 1. The term "Confidential Information" includes, but is not limited to, the following:
 - a. Personal information of Members 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. SVC intellectual property, proprietary information, and business related to SVC 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.
- 2. Confidential Information does not include the following any information that is widely available or posted publicly on our website.
- 3. Confidential Information does not include information about members who voluntarily publish or consent to the publication of basic personal information in a public forum (such as the listing of an e-mail address on a website, social media posts, or names) and have forfeited the expectation to confidentiality for that personal information for as long as it is available publicly.

Responsibilities of Members

- 4. Members will not, either during the period of their involvement/employment with SVC 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 by seeking permission from the members involved.
- 5. Members 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 SVC.
- 6. Members will not use, reproduce or distribute Confidential Information without the express written consent of SVC.