



Confidentiality Policy

Original Date: August 23, 2022

Reviewed/Last Modified Date: August 29, 2022

Approved by: Board of Directors

DEFINITIONS

These terms will have these meanings in this Policy:

a) Confidential Information - the term includes, but is not limited to the following

i) Personal Information of participants, including, but not limited to: address, email address, phone number, health card number, date of birth, gender identity, medical history, etc.

ii) Dodgeball PEI intellectual property and proprietary information related to the programs, fundraisers, business or affairs of Dodgeball PEI, and any of its committees and programs, including, but not limited to: procedures, business methods, forms, policies, business, marketing and developed 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 know.

b) Participants - all categories of membership defined in Dodgeball PEI's by-laws, as well as individuals employed by, or engaged in activities with Dodgeball PEI including, but not limited to, athletes, coaches, officials, volunteers, committee members, Board of Directors, spectators, and parents/guardians of athletes.

c) Representative - all individuals employed by, or engaged in activities on behalf of Dodgeball PEI. Representatives include, but are not limited to, Board of Directors, coaches, and trainers.

PURPOSE

The purpose of this policy is to ensure the protection of confidential information that is proprietary to Dodgeball PEI by making all Participants aware that there is always an expectation to act appropriately and consistently with this policy.



SCOPE AND APPLICATION

- This policy applies to all Participants and Representatives.
- Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or posted publicly.
- Participants voluntarily publishing, or consenting to the publication of, basic personal information in 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

- Representatives will not, either during the period of their involvement/employment with Dodgeball PEI or at any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement/employment with Dodgeball PEI, unless expressly authorized to do so.
- Representatives will not publish, communicate, divulge, or disclose any unauthorized person, firm, corporation, third party or parties any Confidential Information or any part thereof, without the express written consent of Dodgeball PEI.
- All documents and written materials relating to Confidential Information will remain the property of Dodgeball PEI and upon termination of involvement/employment with Dodgeball PEI or upon request of Dodgeball PEI, Representatives 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 Dodgeball PEI will be owned solely by Dodgeball PEI, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. Dodgeball PEI may grant permission for others to use such written material or other works, subject to such terms and conditions as Dodgeball PEI may prescribe.

ENFORCEMENT

A breach of any provision in this Policy may be subject to legal recourse, termination of the employment or volunteer position, suspension or expulsion, or sanctions pursuant to Dodgeball PEI's policies.