



CONFIDENTIALITY POLICY

Purpose

1. The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to Swim Alberta.

Application of this Policy

2. This Policy applies to all categories of membership within Swim Alberta (as defined in Section 2.1 of Swim Alberta's *Constitution and Bylaws*) as well as all individuals employed by, or engaged in activities with, Swim Alberta. Members affected by this Policy include, but are not limited to, athletes, coaches, officials, volunteers, managers, administrators, interns, contract personnel, committee members, and directors and officers of Swim Alberta (hereinafter "Swim Alberta Representatives").

Confidential Information

3. The term "Confidential Information" includes, but is not limited to, the following:
 - a) Personal information of Swim Alberta Representatives including:
 - i. Home address
 - ii. Email address
 - iii. Personal phone numbers
 - iv. Date of birth
 - v. Financial information
 - vi. Medical history
 - vii. Police Information Checks
 - b) Swim Alberta intellectual property, proprietary information, and business related to the Swim Alberta 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, software, financial information, and information that is not generally or publicly known or distributed.
4. Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or posted publicly.
5. Swim Alberta 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

6. Swim Alberta Representatives will not, either during the period of their involvement/employment with Swim Alberta or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement/employment, unless expressly authorized by Swim Alberta to do so.

7. Swim Alberta 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 Swim Alberta.
8. Swim Alberta Representatives will not use, reproduce, or distribute Confidential Information without the express written consent of Swim Alberta.
9. All files and written materials relating to Confidential Information will remain the property of Swim Alberta and, upon termination of involvement/employment with Swim Alberta or upon request of Swim Alberta, the Swim Alberta 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

10. 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 Swim Alberta will be owned solely by Swim Alberta, which shall have the right to use, reproduce, or distribute such material and works, in whole or in part, for any purpose it wishes. Swim Alberta may grant permission for others to use its intellectual property.

Enforcement

11. 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 Swim Alberta's *Discipline and Complaints Policy*.