



Confidentiality Policy

1. Definitions

This document inherits any and all definitions from the Foothills Artistic Swimming / Okotoks Sychro Sea Queens Club ("FAS / OSSQ") Bylaws.

- "Confidential Information" - All personal information of FAS / OSSQ swimmers, parents or guardians, including but not limited to, name, address, e-mail, telephone number, cell phone number, date of birth, health and financial information;

and/or

FAS / OSSQ intellectual property and proprietary information related to the, programs, business or affairs of FAS / OSSQ and any of its divisions, including, but not limited to, business methods, forms, procedures, 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 and or distributed (for example: posted on the website to inform members and attract potential members)

2. Purpose

This policy is to ensure the protection of Confidential Information that is proprietary to FAS / OSSQ by making all swimmers and parents/guardians aware that there is an expectation to act at all times appropriately and consistently with this policy.

3. Application of this Policy

This policy applies to all categories of membership within FAS / OSSQ, including but not limited to all individuals employed (including contract personnel) by or engaged in activities with FAS / OSSQ, as well as but not limited to, directors, committee members, athletes, coaches, judges, officials, referees, volunteers, officers, managers and administrators (hereinafter "FAS / OSSQ Representatives"). Exceptions to this policy are for: • Reporting requirements to the appropriate regulating bodies such as Canada Revenue Agency, AAS, CAS, and AGLC. • Sharing of information with Board Committees where this confidential information is essential to the proper functioning of the committee and within the Board-approved scope of the committee.

Responsibilities

- FAS / OSSQ Representatives will not, either during the period of their involvement/employment or any time thereafter, disclose to any person or organization any



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Confidential Information acquired during their period of involvement/employment, unless expressly authorized to do so.

- FAS / OSSQ Representatives agree to not publish, communicate, divulge or disclose to any unauthorized people, firm, corporation, third party or parties any information deemed confidential, without the express written consent of FAS / OSSQ .
- FAS / OSSQ Representatives shall not use, reproduce or distribute any such Confidential Information or any part thereof, without the express written consent of FAS / OSSQ
- All written materials or files relating to confidential information of FAS / OSSQ will remain the property of FAS / OSSQ and upon termination of involvement and/or employment with FAS / OSSQ or upon request of FAS / OSSQ the FAS / OSSQ Representative shall return all confidential information received in written or electronic form, including copies and/or reproductions or other media containing such confidential information, immediately upon request.

Intellectual Property

Copyright and any other intellectual property rights in all written material (including material in electronic forms) and other works produced in connection with employment or involvement with will be owned solely by FAS / OSSQ t who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose. FAS / OSSQ t can grant permission to others for use; such written material or other works, subject to such terms and conditions as FAS / OSSQ t may prescribe.

Enforcement

A breach of any provision in this policy may give rise to discipline in accordance with FAS / OSSQ Discipline Policy or legal recourse.