



Confidentiality Policy

Date Approved	Date of Last Review	Date of Last Revision
August 20, 2020	August 20, 2020	January 2024

Definitions

1. The following terms have these meanings in this Policy:
 - a) *“Confidential Information”* – Personal information of Representatives including but not limited to home address, email address, personal phone numbers, date of birth, financial information, medical information, and background check information. Additionally, *Confidential Information* also covers information considered to be intellectual property of Racquetball Ontario such as data, proprietary information, business information, and trade secrets;
 - b) *“Representative”* –Refers to individuals employed by, or engaged in activities on behalf of, the organization. Representatives include, but are not limited to, staff, administrators, Directors and Officers, committee members, and volunteers, contractors;

Purpose

2. The purpose of this Policy is to ensure the protection of Confidential Information of Racquetball Ontario.

Scope and Application

3. This policy applies to all Representatives of Racquetball Ontario.
4. Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or in the public domain.
5. Racquetball Ontario voluntarily publishing or consenting to the publication of its proprietary Information in a public forum (such as the listing of an email address on a website) forfeits the expectation of confidentiality for that Information for as long as it is available publicly.

Responsibilities

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

7. Representatives will not use, reproduce, or distribute Confidential Information without the express written consent of Racquetball Ontario.

Intellectual Property

8. Confidential Information that is intellectual property of the organization will remain the property of Racquetball Ontario and, upon cessation of involvement/employment with Racquetball Ontario, for any reason, or upon request of Racquetball Ontario, Representatives will immediately return such Information, as well as copies and reproductions, and any other media containing Confidential Information.
9. 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 Racquetball Ontario will be owned solely by Racquetball Ontario, which shall have the right to use, reproduce, or distribute such material and works, in whole or in part, for any purpose it wishes. Racquetball Ontario may grant permission for others to use its intellectual property.

Enforcement

10. A breach of any provision in this Policy may be subject to legal recourse, termination of the employment or volunteer position, suspension or expulsion from membership, or sanctions (following a complaint filed pursuant to Racquetball Ontario's *Discipline and Complaints Policy*).