



HALIFAX TROJAN AQUATIC CLUB

Confidentiality Policy

Definitions

1. These terms will have these meanings in this policy:

- a) “Member” – All categories of membership defined in the HTAC Bylaws, as well as all individuals engaged in activities with HTAC, including but not limited to, directors, officers, committee members, coaches, officials, volunteers, and administrators.
- b) “HTAC” – Halifax Trojans Aquatic Club

Purpose

2. The purpose of this policy is to ensure the protection of Confidential Information that is proprietary to HTAC by making all Members aware that there is an expectation to act at all times appropriately and consistently with this policy.

Application of this Policy

3. This policy applies to all Members as defined in the definitions section. It will also apply to any committee member that is representing an external agency.

Responsibilities

4. Members shall not, either during the period of their involvement/employment 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.

5. Members shall not publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, third party or parties any Confidential Information, without the express written consent of HTAC.

6. Members shall not use, reproduce or distribute such Confidential Information or any part thereof, without the express written consent of HTAC.

7. All files and written materials relating to Confidential Information will remain the property of HTAC and upon termination of involvement/employment with HTAC or upon request of HTAC, the Member 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.

8. The term “Confidential Information” includes but is not limited to the following:

- a) Personal Information of HTAC Members, including but not limited to name, address, e-mail, telephone number, cell phone number, date of birth, and financial information.
- b) HTAC intellectual property and proprietary information related to the programs, fundraisers, business, or affairs of HTAC and any of its divisions, including but not limited to procedures, business methods, forms, policies, 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.

Intellectual Property

9. Copyright and any other intellectual property rights in all written material (including material in electronic format) and other works produced in connection with involvement with HTAC will be owned solely by HTAC, who will have the right to use, reproduce, or distribute such material and HTAC Policies and Procedures, or any part thereof, for any purpose it wishes. HTAC may grant permission for others to use such written material or other works, subject to such terms and conditions as HTAC may prescribe.

Enforcement

10. A breach of any provision in this policy may give rise to discipline in accordance with the HTAC Code of Conduct policy or legal recourse.

Declaration Regarding Confidentiality

I have read the Halifax Trojan Aquatic Club's Confidentiality Policy, I agree to be bound by the obligations contained therein, and I commit to protect all Confidential Information as outlined in the above policy.

Name: _____ Date _____
Witness: _____ Date _____