



## **POLICY: CONFIDENTIALITY POLICY**

**Last Update: August 2022**

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### **Definitions**

- For the purposes of the Confidentiality Policy, the following terms shall have the following meanings:
  - “Members” shall mean all members of RRA and all individuals employed by, or engaged in activities with RRA including, but not limited to, athletes, coaches, officials, volunteers, parents, team managers, administrators, committee members, directors and officers of RRA, coach developers and instructors.

### **Purpose**

- The purpose of this Policy is to ensure the protection of Confidential Information within RRA.

### **Application of Policy**

- This policy applies to all Members

### **Confidential Information**

- The term “Confidential Information” includes, but is not limited to, the following:
  - Personal Information of Members including:
    - Home address
    - Email address
    - Personal phone numbers
    - Date of birth
    - Financial Information
    - Medical history
    - Police Information Checks
  - RRA’s intellectual property, proprietary information, and any other RRA business related to 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.
- Confidential information does not include the following: name, title, business address, work telephone number, or any other information widely available or posted publicly.
- Members voluntarily publishing, or consenting to the publication of, basic personal information in a public form (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**

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



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- Members won't publish, communicate, divulge, or disclose to an unauthorized person, firm, third party, or corporation any Confidential Information without the express written consent of RRA.
- Members will not use, reproduce, or distribute Confidential Information without the express written consent of RRA.
- All files and written materials relating to Confidential Information will remain the property of RRA, and upon termination of involvement/employment with RRA or upon request of RRA, the Member will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

### **Intellectual Property**

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

### **Enforcement**

- A breach of any provision in the Policy may be subject to legal recourse or sanctions pursuant to the Discipline and Complaints Policy.