

CONFIDENTIALITY POLICY

DEFINITIONS

- 1) The following terms have these meanings in this Policy:
 - a) “Individuals” – All individuals employed by, or engaged in activities with, SVC including, but not limited to, athletes, coaches, coordinators, judges, officials, volunteers, managers, administrators, members, committee members, directors and officers of SVC
 - b) “SVC” – means the SKY Volleyball Club

PURPOSE

- 2) SVC is committed to protecting the Confidential Information that is proprietary to SVC

SCOPE AND APPLICATION OF THIS POLICY

- 3) This Policy applies to all Individuals.

CONFIDENTIAL INFORMATION

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

SKY VOLLEYBALL

- 6) Individuals voluntarily publishing or consenting to the publication of basic personal information in a public forum (such as the listing of an e-mail address on a website) forfeit the expectation to confidentiality for that personal information for as long as it is available publicly.

RESPONSIBILITIES

- 7) Individuals will not, either during the period of their involvement/employment with SVC 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.
- 8) Individuals 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 SVC.
- 9) Individuals will not use, reproduce or distribute Confidential Information without the express written consent of SVC.