

## CONFIDENTIALITY POLICY

### DEFINITIONS

The following terms have these meanings in this Policy:

- a) “Members” – All individuals employed by, or engaged in activities with, SKY including, but not limited to, athletes, coaches, coordinators, judges, officials, volunteers, managers, administrators, committee members, Parents, directors, and officers of SKY.
- b) “Parent” means the parent(s) or legal guardian(s) of the Athlete.
- c) “SKY” – means SKY Volleyball Club

### PURPOSE

SKY is committed to protecting the Confidential Information that is proprietary to SKY

### SCOPE AND APPLICATION OF THIS POLICY

This Policy applies to all Members.

### CONFIDENTIAL INFORMATION

1. The term “Confidential Information” includes, but is not limited to, the following:
  - a. Personal information of Members 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. SKY intellectual property, proprietary information, and business related to SKY 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.
6. Members 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. Members will not, either during the period of their involvement/employment with SKY 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. Members 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 SKY.
9. Members will not use, reproduce or distribute Confidential Information without the express written consent of SKY.