

12. Confidentiality Policy

Purpose

- 12.1. The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to the CRRL.

Application of this Policy

- 12.2. This Policy applies to all categories of membership defined in the CRRL's bylaws as well as all individuals engaged in activities with the CRRL. Persons affected by this Policy include, but are not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, and directors and officers of the CRRL (hereinafter "CRRL Representatives").

Confidential Information

- 12.3. The term "Confidential Information" includes, but is not limited to, the following:

- 12.3.1. Personal information of CRRL Representatives including:

- a) Home address
- b) Email address
- c) Personal phone numbers
- d) Date of birth
- e) Financial information
- f) Medical history
- g) Police vulnerable sector checks

- 12.3.2. CRRL intellectual property, proprietary information, and business related to CRRL programs, 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.

- 12.4. Confidential information does not include the following: name, title, business address, work telephone number, or any other information widely available or posted publicly.
- 12.5. CRRL Representatives voluntarily publishing or consenting to the publication of basic personal information in a public forum (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

- 12.6. CRRL Representatives will not, either during the period of their involvement with CRRL or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement, unless expressly authorized to do so.

- 12.7. CRRL Representatives will not publish, use, reproduce, or distribute, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Confidential Information without the express written consent of CRRL.
- 12.8. All files and written materials relating to Confidential Information will remain the property of the CRRL and, upon termination of involvement with CRRL or upon request of CRRL, the CRRL Representative will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

Intellectual Property

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

Enforcement

- 12.10. A breach of any provision in this Policy may be subject to legal recourse, termination of volunteer position, or sanctions pursuant to the CRRL's Discipline and Complaints Policy.

Policy Revision	Section(s) revised	Change Description	Effective Date
0		New	October 2021