	Policy:	Confidentiality
	Adopted:	October 2008
	Current Board Approved Version:	March 22, 2022

**Purpose**


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

**Application of this Policy**

2. This policy applies to all categories of membership within Alberta Artistic Swimming, as well as all individuals employed (including contract personnel) by or engaged in activities with Alberta Artistic Swimming, including but not limited to, directors, committee members, athletes, coaches, judges, officials, referees, volunteers, officers, managers and administrators (hereinafter “Alberta Artistic Swimming Representatives”).

**Responsibilities**

3. Alberta Artistic Swimming Representatives will not, either during the period of their involvement/employment or anytime thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement/employment, unless expressly authorized to do so.
4. Alberta Artistic Swimming Representatives will 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 Alberta Artistic Swimming. This provision does not apply to disclosure that it expressly authorized or provided for under another Alberta Artistic Swimming policy.
5. Alberta Artistic Swimming Representatives will not use, reproduce, or distribute such Confidential Information or any part thereof, without the express written consent of Alberta Artistic Swimming.
6. All files and written materials relating to Confidential Information of Alberta Artistic Swimming will remain the property of Alberta Artistic Swimming and upon termination of involvement/employment with Alberta Artistic Swimming or upon request of Alberta Artistic Swimming, the Alberta Artistic Swimming Representative 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.
7. The term “Confidential Information” includes, but it not limited to the following:
  - a) Personal Information of Alberta Artistic Swimming Members and Representatives, including but not limited to, name, address, e-mail, telephone number, cell phone number, date of birth and financial information;
  - b) Alberta Artistic Swimming intellectual property and proprietary information related to the programs, fundraisers, business or affairs of Alberta Artistic Swimming 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 and disclosed.

	
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**Intellectual Property**

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

**Conflict**

9. In the event of a conflict between the provisions of this policy and confidentiality provisions specifically set out in another Alberta Artistic Swimming policy, the confidentiality provisions contained in the other policy shall apply to the matters governed by that policy.

**Enforcement**

10. A breach of any provision in this policy may give rise to discipline in accordance with Alberta Artistic Swimming's Discipline and Complaints policy and procedure or legal recourse.