

Confidentiality Policy

Purpose

1. The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to Pentathlon Canada.

Application of this Policy

2. This Policy applies to all categories of membership within Pentathlon Canada (as defined in Pentathlon Canada's *Constitution and Bylaws*) as well as all individuals employed by, or engaged in activities with, Pentathlon Canada. Members affected by this Policy include, but are not limited to, athletes, coaches, officials, volunteers, managers, administrators, interns, contract personnel, committee members, and directors and officers of Pentathlon Canada (hereinafter "Pentathlon Canada Representatives").

Confidential Information

3. The term "Confidential Information" includes, but is not limited to, the following:
 - a. Personal information of Pentathlon Canada Representatives including:
 - i. Home address
 - ii. Email address
 - iii. Personal phone numbers
 - iv. Date of birth
 - v. Financial information
 - vi. Medical history
 - vii. Police Information Checks
 - b. Pentathlon Canada intellectual property, proprietary information, and business related to the Pentathlon Canada 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.
4. Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or posted publicly.
5. Pentathlon Canada 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

6. Pentathlon Canada Representatives will not, either during the period of their involvement/employment with Pentathlon Canada or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement/employment, unless expressly authorized by Pentathlon Canada to do so.
7. Pentathlon Canada Representatives 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 Pentathlon Canada.
8. Pentathlon Canada Representatives will not use, reproduce, or distribute Confidential Information without the express written consent of Pentathlon Canada.
9. All files and written materials relating to Confidential Information will remain the property of Pentathlon Canada and, upon termination of involvement/employment with Pentathlon Canada or upon request of Pentathlon Canada, the Pentathlon Canada 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

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

Enforcement

11. A breach of any provision in this Policy may be subject to legal recourse, termination of the employment or volunteer position, or sanctions pursuant to Pentathlon Canada's *Discipline and Complaints Policy*.

Approved Pentathlon Canada Board of Directors June 2020