

# **Peace River Winter Swim Club**

## **"Confidentiality Policy"**

### **Purpose:**

To ensure the protection of Confidential Information that is proprietary to the Peace River Winter Swim Club.

### **Policy:**

- This policy applies to all categories of membership: coaches, volunteers, athletes and parents.
- Confidential information includes but is not limited to: Personal information (home address, phone numbers, dates of birth, medical information); Peace River Winter Swim Club data (financial information & information that is not generally or publicly known or distributed).
- Peace River Winter Swim Club representatives (such as coaches, executive and other volunteers) will not disclose to any person or organization any Confidential Information acquired during their period of involvement/employment, unless expressly authorized to do so.
- Peace River Winter Swim Club representatives will not publish, communicate, divulge, or disclose to any authorized entity any Confidential Information without consent.
- Peace River Winter Swim Club representatives will not use, reproduce, or distribute Confidential Information without consent.
- All files and written materials relating to Confidential Information will remain the property of the Peace River Winter Swim Club and upon termination of involvement/employment with PRWSC or upon request of the Executive, the representative will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.
- Enforcement due to a breach of any provision in this policy may be subject to legal recourse, termination of employment or volunteer position, or other sanctions as deemed appropriate by the board.