	SECTION FOUR: OPERATING POLICIES	
	POLICY 4004 – CONFIDENTIALITY	
	Effective date: March 13, 1999	Revision date: March 16, 2013

Policy 4004 – Confidentiality

Purpose

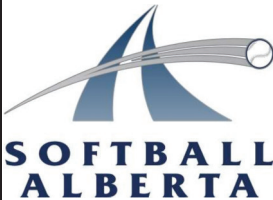
1. The purpose of this policy is to ensure the protection of Confidential Information that is proprietary to Softball Alberta by making all Softball Alberta Members aware that there is an expectation to act at all times appropriately and consistently with this policy.

Application of this Policy

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

Responsibilities

3. Softball Alberta Representatives will not, either during the period of their involvement/employment 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.
4. Softball Alberta 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 Softball Alberta.
5. Softball Alberta Representatives will not use, reproduce or distribute such Confidential Information or any part thereof, without the express written consent of Softball Alberta.
6. All files and written materials relating to Confidential Information of Softball Alberta will remain the property of Softball Alberta and upon termination of involvement/employment with Softball Alberta or upon request of Softball Alberta, the Softball Alberta 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 Softball Alberta Members and Representatives, including but not limited to, name, address, e-mail, telephone number, cell phone number, date of birth and financial information;
 - b. Softball Alberta intellectual property and proprietary information related to the programs, fundraisers, business or affairs of Softball Alberta, 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,

	SECTION FOUR: OPERATING POLICIES	
	POLICY 4004 – CONFIDENTIALITY	
	Effective date: March 13, 1999	Revision date: March 16, 2013

financial information and information that is not generally or publicly known and distributed.

Roster Information

8. Privacy of personal information is governed by the *Personal Information Protection Act* (PIPA) and thus, personal information should be held in strict confidence. Personal information is collected by Softball Alberta from time to time for the sole use by Softball Alberta to meet and maintain the highest standard of organizing and programming the sport of Softball in the Province.
9. The release of affiliation or Provincial rosters by District Organizers, Executive or Staff shall be controlled as follows:
 - ❖ Only to duly appointed Team Alberta coaches (Softball Alberta Representatives);
 - ❖ Team Alberta Games Coaches are under the obligations of this policy.
 - ❖ Players, Coaches, or Managers may request contact information from office staff / Board members to attempt to contact potential players. The staff person shall contact the head coach or player whose information was requested and advise them that a request was received and by whom.
 - ❖ Under no circumstances shall a roster be photocopied and provided to a coach, or manager wishing to recruit players

Intellectual Property

10. 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 Softball Alberta will be owned solely by Softball Alberta, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. Softball Alberta may grant permission for others to use such written material or other works, subject to such terms and conditions as Softball Alberta may prescribe.

Enforcement

11. A breach of any provision in this policy may give rise to discipline in accordance with Softball Alberta’s Handbook and the Bylaws or legal recourse.