



Biathlon Yukon

Confidentiality

Reviewed and approved Biathlon Yukon Board

Purpose: The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to Biathlon Yukon.

DEFINITIONS:

The following terms have these meanings in this Policy:

- a) *“Confidential Information”* – Personal information of Representatives including but not limited to home address, email address, personal phone numbers, date of birth, financial information, medical information, and background check information. Additionally, *Confidential Information* also covers information considered to be intellectual property of Biathlon Yukon such as data, proprietary information, business information, and trade secrets.
- b) *“Representative”* – All individuals employed by, or engaged in activities on behalf of, Biathlon Yukon. Representatives include, but are not limited to, staff, administrators, Directors and Officers of Biathlon Yukon, committee members, and volunteers.
- c) *“Members”* – All categories of membership defined in Biathlon Yukon’s By-laws, as well as all individuals employed by, or engaged in activities with, Biathlon Yukon including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and Directors and Officers of Biathlon Yukon.

SCOPE AND APPLICATION

1. This policy applies to all Members and Representatives of Biathlon Yukon.
2. Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or in the public domain.
3. Members voluntarily publishing or consenting to the publication of Confidential Information in a public forum (such as the listing of an email address on a website) forfeit the expectation of confidentiality for that Confidential Information for as long as it is available publicly.

RESPONSIBILITIES

1. Representatives and Members will not, either during the period of their involvement/employment with Biathlon Yukon or any time thereafter, disclose, publish, communicate, or divulge to any person or organization any Confidential Information acquired during their period of involvement/employment, unless expressly authorized to do so.
2. Representatives and Members will not use, reproduce, or distribute Confidential Information without the express written consent of Individuals.
3. All documents and written materials relating to Confidential Information will remain the property of Biathlon Yukon and, upon cessation of involvement/employment with Biathlon Yukon, for any reason, or upon request of Biathlon Yukon, Representatives will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

INTELLECTUAL PROPERTY

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

ENFORCEMENT

1. A breach of any provision in this Policy may be subject to legal recourse, termination of the employment or volunteer position, suspension or expulsion from membership, or sanctions pursuant to Biathlon Yukon's *Discipline and Complaints Policy*.

Policy developed: October 21, 2020

Policy reviewed: February 25, 2021