



WHEELCHAIR  
**BASKETBALL**  
CANADA

## CONFIDENTIALITY POLICY

### **Definitions**

1. The following terms have these meanings in this Policy:
  - a) “*Wheelchair Basketball Canada Member*”- All categories of membership within Wheelchair Basketball Canada, as well as all individuals employed by or engaged in activities with Wheelchair Basketball Canada, including but not limited to, directors, officers, organizers, National Team athletes, athletes, coaches, referees, officials, volunteers, directors, officers, managers, medical personnel, administrators, and employees.

### **Purpose**

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

### **Application of this Policy**

3. This Policy applies to all Wheelchair Basketball Canada Members as defined in the Definitions who have access to Confidential Information (defined in paragraph 8).

### **Responsibilities of Individuals**

4. Wheelchair Basketball Canada Members will not, either during the period of their involvement, employment or contract with Wheelchair Basketball Canada or any time thereafter, disclose to any person or organization any Confidential Information concerning the business, affairs or personnel of Wheelchair Basketball Canada, unless authorized by Wheelchair Basketball Canada to do so.
5. Wheelchair Basketball Canada Members will not use, reproduce, distribute, publish, communicate, divulge or disclose to any unauthorized person, firm, corporation, third party or parties any Confidential Information, without the express written consent of Wheelchair Basketball Canada.
6. All files and written materials relating to the business, affairs or personnel of Wheelchair Basketball Canada will remain the property of Wheelchair Basketball Canada and upon request of Wheelchair Basketball Canada, the Wheelchair Basketball Canada Member 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. Names, addresses, e-mail, telephone number, cell phone numbers, date of birth and financial information of Wheelchair Basketball Canada Members and other decision-makers within Wheelchair Basketball Canada;
- b. Proprietary information related to the business or affairs of Wheelchair Basketball Canada and any of its divisions, including, but not limited to, procedures, business methods, forms, policies, 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.

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

### **Responsibilities of CWBA**

9. Wheelchair Basketball Canada will not divulge to outside parties any personal information about a Wheelchair Basketball Canada Member, unless expressly authorized by the Wheelchair Basketball Canada member to do so, permitted in accordance with approved policies of Wheelchair Basketball Canada, or required to do so by law.
10. Wheelchair Basketball Canada will respect the confidentiality of medical information supplied by any athlete to Wheelchair Basketball Canada's medical staff by not supplying this information to outside parties without the express consent of the athlete, unless required to do so by law or in accordance with the Canadian Anti-Doping Program.

### **Enforcement**

11. A breach of any provision in this policy may give rise to discipline in accordance with Wheelchair Basketball Canada Discipline and Complaints policy or legal recourse.