



BADMINTON ONTARIO CONFIDENTIALY POLICY

Preamble

1. This policy applies to B-ON Members and B-ON directors, officers, committee members, coaches, managers, volunteers, and employees (including contract personnel) (hereinafter “B-ON Representatives”) who have access to Confidential Information as defined in paragraph 6.

Responsibilities

2. B-ON Representatives will not, either during the period of their involvement/employment or any time thereafter, disclose to any person or organization any Confidential Information about B-ON acquired during their period of involvement/employment, unless expressly authorized to do so.
3. B-ON 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 B-ON.
4. B-ON Representatives will not use, reproduce or distribute such Confidential Information or any part thereof, without the express written consent of B-ON.
5. All files and written materials relating to Confidential Information of B-ON will remain the property of B-ON and upon termination of involvement/employment with B-ON or upon request of B-ON, the B-ON 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.
6. The term “Confidential Information” includes, but it not limited to the following:
 - a) Personal Information of B-ON Members and Representatives, including but not limited to, names, addresses, e-mail, telephone number, cell phone number, date of birth and financial information;
 - b) Information related to the programs, fundraisers, business or affairs of B-ON or any B-ON Representative; and
 - c) B-ON intellectual property, data, materials, products, technology, computer programs, specifications, manuals, business plans, software, marketing plans, and financial information.

Intellectual Property

7. 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 B-ON will be owned solely by B-ON, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. B-ON may grant permission for

others to use such written material or other works, subject to such terms and conditions as B-ON may prescribe.

Enforcement

8. A breach of any provision in this policy may give rise to discipline in accordance with B-ON's Discipline and Complaints policy or legal recourse.