

Pictou County Mariners CONFIDENTIALITY POLICY

Definitions

1. These terms will have these meanings in this policy:

- a) “*Member*”- All categories of membership defined in the PCM Bylaws, as well as all individuals engaged in activities with PCM, including but not limited to, directors, officers, committee members, coaches, officials, volunteers, and administrators.
- b) “*PCM*” – Pictou County Mariners

Purpose

2. The purpose of this policy is to ensure the protection of Confidential Information that is proprietary to PCM by making all 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 Members as defined in the definitions section.

Responsibilities

4. Members shall 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.

5. Members shall 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 PCM.

6. Members shall not use, reproduce or distribute such Confidential Information or any part thereof, without the express written consent of PCM.

7. All files and written materials relating to Confidential Information will remain the property of PCM

and upon termination of involvement/employment with PCM or upon request of PCM, the 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.

8. The term “Confidential Information” includes, but it not limited to the following:

- a) Personal Information of PCM Members, including but not limited to, name, address, e-mail, telephone number, cell phone number, date of birth and financial information;
- b) PCM intellectual property and proprietary information related to the programs, fundraisers, business or affairs of PCM and any of its divisions, 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, financial information and information that is not generally or publicly known.

Intellectual Property

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

Enforcement

10. A breach of any provision in this policy may give rise to discipline in accordance with the PCM's Discipline and Complaints policy or legal recourse.