



## Manual of Operations

Title: Confidentiality	Number: MO-01-06
Source: WGHA Board	
Approved By: WGHA Board	Date Approved: March 2016 Date Last Reviewed: February 2024

WGHA strives to ensure the protection of Confidential Information that is proprietary to WGHA.

### APPLICATION OF THIS POLICY

This Policy applies to all categories of membership defined in WGHA's Bylaws as well as all individuals employed by, or engaged in activities with WGHA. Persons affected by this Policy include, but are not limited to, athletes, coaches, convenors, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of WGHA ("WGHA Representatives").

### CONFIDENTIAL INFORMATION

The term "Confidential Information" includes, but is not limited to, the following:

- Personal information of WGHA Representatives including:
  - Home address
  - Email address
  - Personal phone numbers
  - Date of birth
  - Financial information
  - Medical history
  - Police Vulnerable Sector Checks
  
- WGHA intellectual property, proprietary information, and business related to WGHA's programs, fundraisers, procedures, business methods, forms, policies, marketing and development plans, advertising programs, creative and training materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, registration lists, software, financial information, and information that is not generally or publicly known or distributed.

Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or posted publicly.

WGHA Representatives voluntarily publishing or consenting to the publication of basic personal information in a public forum (such as the listing of an email



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address on a website) forfeit the expectation of confidentiality for that personal information for as long as it is available publicly.

### **RESPONSIBILITIES**

WGHA Representatives will not, either during the period of their involvement/employment with WGHA or any time thereafter, disclose to any person or WGHA any Confidential Information acquired during their period of involvement/employment, unless expressly authorized to do so.

WGHA Representatives will not publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Confidential Information without the express written consent of WGHA.

WGHA Representatives will not use, reproduce, or distribute Confidential Information without the express written consent of WGHA.

All files and written materials relating to Confidential Information will remain the property of WGHA and, upon termination of involvement/employment with WGHA or upon request of WGHA, WGHA Representative will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

### **INTELLECTUAL PROPERTY**

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

### **ENFORCEMENT**

A breach of any provision in this Policy may be subject to legal recourse, termination of the employment or volunteer position, or sanctions pursuant to WGHA's *Discipline and Complaints Policy*.