



Confidentiality Policy

Preamble

1. This policy applies to Synchro Ontario directors, officers, coaches, team managers, committee members, volunteers, administrators and employees (including contract personnel) (hereinafter "Synchro Ontario Representatives") who have access to Confidential Information (defined in paragraph 6).

Responsibilities

2. Synchro Ontario 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 Synchro Ontario acquired during their period of involvement/employment, unless expressly authorized to do so.
3. Synchro Ontario 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 Synchro Ontario.
4. Synchro Ontario Representatives will not use, reproduce or distribute such Confidential Information or any part thereof, without the express written consent of Synchro Ontario.
5. All files and written materials relating to Confidential Information of Synchro Ontario will remain the property of Synchro Ontario and upon request of Synchro Ontario, the Synchro Ontario 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) Names, addresses, e-mail, telephone number, cell phone number, date of birth and credit card information of Synchro Ontario Representatives;
 - b) Information related to the programs, fundraisers, business or affairs of Synchro Ontario or any Synchro Ontario Representative; and
 - c) 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 volunteer involvement with Synchro Ontario will be owned solely by Synchro Ontario, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. Synchro Ontario may grant permission for others to use such written material or other works, subject to such terms and conditions as Synchro Ontario may prescribe.

Enforcement

8. A breach of any provision in this policy may give rise to discipline in accordance with Synchro Ontario's Discipline and Complaints policy.