



Confidentiality Policy

This policy applies to the Ontario Ball Hockey Federation (OBHF) board of directors, coaches, team managers, committee members, volunteers, (hereinafter “OBHF Representatives”) who have access to Confidential Information (defined in paragraph 5).

Responsibilities

1. OBHF Representatives will not, either during the period of their involvement or any time thereafter, disclose to any person or organization any Confidential Information about the OBHF acquired during their period of involvement, unless expressly authorized to do so.
2. OBHF 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 the OBHF.
3. OBHF Representatives will not use, reproduce, or distribute such Confidential Information or any part thereof, without the express written consent of the OBHF.
4. All files and written materials relating to Confidential Information of the OBHF will remain the property of the OBHF and upon request of the OBHF, the OBHF 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 request.
5. The term “Confidential Information” includes, but it not limited to the following:
 - Names, addresses, e-mail, telephone number, cell phone number, date of birth and credit card information of OBHF Representatives;
 - Information related to the programs, fundraisers, business or affairs of the OBHF or any OBHF Representative; and
 - Data, materials, products, technology, computer programs, specifications, manuals, business plans, software, marketing plans, and financial information

Intellectual Property

Copyright and any other intellectual property rights in all written material (including material in electronic format) and other works produced in connection with volunteer involvement with the OBHF will be owned solely by the OBHF, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. The OBHF may grant permission for others to use such written material or other works, subject to such terms and conditions as the OBHF may prescribe.

Enforcement

A breach of any provision in this policy may give rise to discipline or dismissal of the representative.

Approved OBHF Board of Directors October 2018