



FIELD HOCKEY ONTARIO
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CONFIDENTIALITY POLICY

Purpose

1. This policy applies to Field Hockey Ontario (“FHO”) directors, officers, committee members, coaches, managers, contractors, volunteers, and employees (including contract personnel) (“FHO Personnel”) who have access to Confidential Information.
2. “Confidential Information” is information not generally known or available to the public, including but not limited to:
 - a. Names, addresses, email addresses, telephone numbers, health information, dates of birth, and financial information of FHO members and Personnel;
 - b. Information related to the programs, funding, fundraising, and business affairs of FHO; and
 - c. Data, business plans, software, and financial information of FHO.

Application

3. FHO Personnel shall not, either during the period of their involvement/employment with FHO or any time thereafter, use or disclose to any person or organization any Confidential Information about FHO acquired during their period of involvement/employment, without the express written consent of FHO.
4. All written materials (including materials in electronic format) containing Confidential Information of FHO (“Materials”) will remain the property of FHO. Upon request of FHO, FHO Personnel shall immediately return all such Materials, including any copies.
5. Copyright and any other intellectual property rights in all works produced in connection with employment or volunteer involvement with FHO will be owned solely by FHO, which will have the right to use, reproduce or distribute such works, or any part thereof, for any purpose it wishes. FHO may grant permission for others to use such works, subject to the terms and conditions as FHO may prescribe.
6. A breach of any provision in this policy may give rise to discipline in accordance with FHO’s Discipline and Complaints Policy.

