



CONFIDENTIALITY POLICY

Definitions

1. The following terms have these meanings in this Policy:

a) "SkateABLE™ Members"- Coaches, Registered participants, Parents, Guardians, Administrators and Volunteers of SkateABLE™ programs, activities and events.

Purpose

2. The purpose of this policy is to ensure the protection of Confidential Information that is proprietary to SkateABLE™ by making all SkateABLE™ 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 SkateABLE™ Members as defined in the Definitions.

Responsibilities

4. SkateABLE™ Members will not, either during the period of their involvement/employment or any time thereafter, disclose to any person or organization any Confidential Information about SkateABLE™ acquired during their period of involvement/employment, unless expressly authorized to do so.

5. SkateABLE™ Members 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 SkateABLE™.

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



7. All files and written materials relating to Confidential Information of SkateABLE™ will remain the property of SkateABLE™ and upon termination of involvement/employment with SkateABLE™ or upon request of SkateABLE™ the SkateABLE™ 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) Names, addresses, e-mail addresses, telephone numbers, cell phone numbers and financial information of organizations and individuals within SkateABLE™ and their respective Stakeholders, volunteers, directors, employees, Trainers, and contractors;
- b) Proprietary information related to the business or affairs of SkateABLE™ and any of its divisions, including, but not limited to, procedures, business methods, forms, policies, 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 SkateABLE™ will be owned solely by SkateABLE™, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. SkateABLE™ may grant permission for others to use such written material or other works, subject to such terms and conditions as SkateABLE™ may prescribe.

Enforcement

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