



Confidentiality Policy

Adopted: May 2009 | Content Last Revised: 2012

Purpose

1. The purpose of this policy is to ensure the protection of Confidential Information that is proprietary to Boxing Manitoba by making all Boxing Manitoba Members aware that there is an expectation to act at all times appropriately and consistently with this policy.

Application of this Policy

2. This policy applies to all categories of membership within Boxing Manitoba, as well as all individuals employed (including contract personnel) by or engaged in activities with Boxing Manitoba, including but not limited to, directors, committee members, athletes, coaches, judges, officials, referees, volunteers, officers, managers and administrators (hereinafter “Boxing Manitoba Representatives”).

Responsibilities

3. Boxing Manitoba Representatives will not, either during the period of their involvement/employment or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement/employment, unless expressly authorized to do so.
4. Boxing Manitoba 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 Boxing Manitoba.
5. Boxing Manitoba Representatives will not use, reproduce or distribute such Confidential Information or any part thereof, without the express written consent of Boxing Manitoba.
6. All files and written materials relating to Confidential Information of Boxing Manitoba will remain the property of Boxing Manitoba and upon termination of involvement/employment with Boxing Manitoba or upon request of Boxing Manitoba, the Boxing Manitoba 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.
7. The term “Confidential Information” includes, but it not limited to the following:
 - a) Personal Information of Boxing Manitoba Members and Representatives, including but not limited to, name, address, e-mail, telephone number, cell phone number, date of birth and financial information;
 - b) Boxing Manitoba intellectual property and proprietary information related to the programs, fundraisers, business or affairs of Boxing Manitoba and any of its divisions, including, but not limited to, procedures, business methods, forms, policies, business, marketing and development plans, advertising programs, creative materials, trade secrets, knowledge, techniques, data,



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products, technology, computer programs, manuals, software, financial information and information that is not generally or publicly known and / (distributed).

Intellectual Property

8. 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 Boxing Manitoba will be owned solely by Boxing Manitoba, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. Boxing Manitoba may grant permission for others to use such written material or other works, subject to such terms and conditions as Boxing Manitoba may prescribe.

Enforcement

9. A breach of any provision in this policy may give rise to discipline in accordance with Boxing Manitoba's Discipline and Complaints policy or legal recourse.