

Cascade Swim Club
Confidentiality Policy

Purpose:

This Policy is to ensure the protection of Confidential Information that is proprietary to the Cascade Swim Club ("Cascade" or the "club") and consideration to the fact that the club is supporting children / minors.

Application:

This policy applies to all members of Cascade and individuals employed by, or engaged in activities of the club. Members affected by this policy include, but are not limited to athletes, coaches, parents, officials, volunteers, Club Manager, administrators, the Board of Directors and committee members.

Responsibilities, Guidelines and Procedures:

With respect to this policy, Confidential Information includes, but is not limited to, the following:

- 1) Personal information of Cascade members
- 2) Cascade intellectual property, proprietary information, and business related to the club and its programs, fundraisers, procedures, business methods, forms, policies, marketing and development plans, training materials, trade secrets, knowledge, techniques, data, products, technology, manuals, financial information, and information that is not generally or publicly known or distributed.
- 3) Any issues arising from grievances, disciplinary action or sensitive information involving minors.

Cascade representatives including the Club Manager, Director of Swimming, coaches, Board of Directors and committee members will not, either during the period of their involvement / employment with the club or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement / employment, unless expressly authorized by Cascade.

Cascade members who are exposed to confidential information will not publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Confidential Information without the express written consent of Cascade.

All files and written materials relating to Confidential Information will remain the property of Cascade and, upon termination of involvement/employment with the club will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

A breach of any provision in this policy may be subject to legal recourse, suspension or termination of the employment or volunteer position, or sanctions pursuant to

Cascade Disciplinary Procedures.

Cascade may require a signature acknowledging this policy from any member associated with receipt of confidential information.

Name

Position / Nature of Receipt of Confidential Information

Signature of Acknowledgment

Date