



DIRECTORS – CONFIDENTIALITY POLICY

1. Definitions

- 1.1. "Rugby Ontario information" is information that is acquired solely by reason of involvement with Rugby Ontario and is under an obligation to keep confidential. This includes any information, and know-how concerning the past, present and contemplated services, products, processes, and procedures for and of providing, marketing, distributing and selling goods or services related to the business of Rugby Ontario, including, without limitation, information, knowledge or data relating to training programs, manuals, designs, compilation of information, data, databases, programs, plays, methods, techniques, equipment or machines, customer/member information, their names, contact information, preferences and skills.

2. General Obligations

2.1 Unless authorized to do so by the Board or its designate, you may not at any time:

- a) Disclose any Rugby Ontario Information to any person, firm, association, syndicate, joint venture, partnership or corporation; or
- b) Use any Rugby Ontario Information other than in the ordinary and usual course of the business of Rugby Ontario.

2.2 Upon ceasing to be a Director, or at any other time upon request of the Board, you are to:

- a) Immediately return any Rugby Ontario Information in your possession including, without limitation, paper and electronic copies, and notes based thereon, whether prepared by yourself, other Directors or the RO Office; and
- b) Not retain any copies or other reproductions or extracts thereof.

2.3 If you are in doubt about whether you are or may be non-compliant with this policy, you should promptly request and comply with the advice of the Board or its designate.

Name of Director: _____

Signed: _____ Dated: _____

Approved by the Rugby Ontario Board of Directors February 9, 2020