



6.38 CONFIDENTIALITY

i) PURPOSE

Every Director, Officer, committee member, employee and volunteer, shall respect the confidentiality of matters brought before the Board or before any committee of the Board. Employees and volunteers shall also keep confidential matters that come to their attention as part of their employment or volunteer activities.

ii) EFFECTIVE DATE

June 6, 2015

iii) APPLICATION

Confidential Information

The term “Confidential Information” includes, but is not limited to, the following:

- a) Personal information of HEO Representatives including:
 - i. Home address
 - ii. Email address
 - iii. Personal phone numbers
 - iv. Date of birth
 - v. Financial information
 - vi. Medical history
 - vii. Police Vulnerable Sector Checks
- b) HEO intellectual property, proprietary information, and business related to HEO programs, fundraisers, procedures, business methods, forms, policies, marketing and development plans, advertising programs, creative and training materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, registration lists, software, financial information, and information that is not generally or publicly known or distributed.





iv) RESPONSIBILITIES

- HEO Representatives 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 HEO.
- HEO Representatives will not use, reproduce, or distribute Confidential Information without the express written consent of HEO.
- All files and written materials relating to Confidential Information will remain the property of HEO and, upon termination of involvement/employment with HEO or upon request of HEO, the HEO Representative will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

v) INTELLECTUAL PROPERTY

Copyright and any other intellectual property rights for all written material (including material in electronic format or posted on a website) and other works produced in connection with employment or involvement with HEO will be owned solely by HEO, which shall have the right to use, reproduce, or distribute such material and works, in whole or in part, for any purpose it wishes. HEO may grant permission for others to use its intellectual property.

vi) ENFORCEMENT

A breach of any provision in this Policy may be subject to legal recourse, termination of employment or volunteer position, or sanctions pursuant to the HEO's Discipline Policy.

