



## **Confidentiality Agreement**

Telemark Nordic Club has custody and control of confidential information provided by members, employees, and guests of Telemark Nordic Club. This information is managed in accordance with The Federal Personal Information Protection and Electronic Documents Act (and equivalent provincial legislation) and the Telemark Nordic Club Privacy Policy.

**As a user of Telemark Nordic Club confidential information, you agree to comply with all applicable laws including the Criminal Code of Canada, Copyright Act, BC Freedom of Information and Protection of Privacy Act, BC Civil Rights Protection Act and BC Human Rights Code, and Telemark Nordic Club policies in the course of using confidential information.** Users shall take responsibility and appropriate steps to ensure the security of Telemark Nordic Club confidential information by employing reasonable security measures including using and safeguarding all necessary passwords, choosing safe passwords and avoid using common sequences (e.g. 12345) or readily identified information (e.g. name, address, phone number, spouse's name, etc), securing workstations when they are absent from them, and logging out of systems at the end of the work day.

**Use of confidential Information for any purposes other than those reasonably associated with the skiing or snowshoeing activities conducted by the Club is strictly prohibited, including but not limited to:**

- Sending general broadcast messages in such a way that the identity of the receiving party can be identified by others, unless the receiving party has explicitly authorized such use and a means to "opt out" is provided,
- Using confidential information to access, create, view, listen to, store or transmit material that is harassing, obscene, abusive, illegal, pornographic, discriminatory or that otherwise violates applicable laws, Telemark Nordic Club policies, or community standards,
- Using confidential information for non-Telemark Nordic Club purposes, projects, commercial or other external purposes.

**I have read this confidentiality agreement and the Telemark Nordic Club privacy policy and I accept my responsibility to protect and safeguard Telemark Nordic Club's confidential information in accordance with this agreement and the Telemark Nordic Club privacy policy.\***

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This agreement shall be renewed annually