



Information and Confidentiality Policy

1. Purpose of Policy

The Club aims to promote an environment built on trust. Save as otherwise required by law, employees, committee members, and volunteers must treat all information, including but not limited to records, data, systems, plans, financial and legal information or other matters relating in any way to the activities, interests, or affairs of the Club and/or its members, staff, or customers/clients, as totally confidential.

2. Scope of Policy

This policy applies to all those engaged within or by the Club (Staff, Committee Members, volunteers and others contracted by the Club).

3. Policy

Confidentiality requirements

- All individuals privy to confidential information must ensure that all reasonable precautions are taken to remain confidential and secure.
- All members of committees will be required to sign the Code of Conduct form at the beginning of each year.
- Information belonging to the Club that may compromise the confidentiality of our business or bring the club or club stakeholders into disrepute should not be shared externally except with the prior written consent of the management committee.
- When leaving a position in the Club, any documents or electronic files belonging to the Club should remain confidential and be returned to the Club.
- When leaving a position in the Club, the obligation of confidentiality no longer applies to any information that has become publicly known, except in cases where the breach of confidentiality occurred due to the unlawful actions of a third party.
- Confidentiality also extends to conversations and discussions with anyone outside the Club. All such information must be treated confidentially and may not be used for personal gain or any other purpose other than for what was intended.
- This confidentiality requirement extends to forwarding electronic correspondence to personal email accounts or other external sources.

Confidential information includes but is not limited to the following:

- Personal information relating to individuals.
- Financial or legal information.
- Security information.
- Operational, strategic, management, disciplinary or HR matters
- Business information.
- Commercial information.
- Information relating to prospective suppliers and stakeholders.
- Information relating to our sport, including athletes, participants, competitors, technical staff, sponsors, or other stakeholders with whom we have a relationship.
- Any information in respect of which an obligation of confidence to a third party binds the Club

4. Breach of Confidentiality



Information and Confidentiality Policy

Any breach of this requirement will be treated as gross misconduct per the Disciplinary Procedure and may result in dismissal and/or any further action deemed necessary by the Management Committee.