



Volunteer Confidential Information Policy

CC Riders Soccer Club recognizes that its volunteers may have access to confidential information that must be safeguarded to ensure the privacy and protection of individuals and the organization. This policy outlines the responsibilities of volunteers with regards to the use, disclosure, and protection of confidential information.

Purpose

This policy aims to guide volunteers in the handling of confidential information and to ensure that they understand their obligations to maintain confidentiality.

Definitions

Confidential information refers to any information that is not publicly available and that is protected by law or is proprietary or sensitive to the organization. This includes, but is not limited to, personal information, financial data, intellectual property, and organizational plans and strategies.

Responsibilities

- **Confidentiality:** All volunteers must maintain the confidentiality of all confidential information received in the course of their involvement with CC Riders Soccer Club. This obligation continues even after a volunteer's term of service has ended.
- **Need-to-Know:** Confidential information should only be accessed, used, or disclosed to the extent necessary to perform a volunteer's duties and responsibilities. Volunteers must obtain authorization before disclosing confidential information.
- **Security:** All confidential information must be kept secure, including electronic files and paper documents. Volunteers must use appropriate security measures to protect confidential information from unauthorized access or theft, such as password protection, encryption, and physical security.
- **Reporting:** Any suspicions, allegations, or disclosures of unlawful or inappropriate behavior must be reported promptly to the appropriate authority within the organization, and only to those who have a need-to-know.
- **Retaliation:** Retaliation against anyone who reports or discloses information in good faith is strictly prohibited.
- **External Communication:** Volunteers must not disclose any confidential information to the public or media without prior authorization from the organization.
- **Confidentiality Agreement:** Upon acceptance of their volunteer position, volunteers must sign a confidentiality agreement that outlines their obligations under this policy.

Enforcement

Violations of this policy may result in disciplinary action, up to and including termination of the volunteer's position with the organization. The organization may also take legal action against any volunteer who violates this policy and causes damage to the organization or individuals.

Conclusion

This Confidential Information Policy is an essential part of ensuring the privacy and protection of confidential information. CC Riders Soccer Club expects its volunteers to act in accordance with this policy and to understand their obligations to maintain confidentiality.

