

Confidential Information Policy

Employees/volunteers Yarmouth Clippers FC are regularly entrusted with confidential information regarding the community it serves. All information with respect to third parties (including information related to children and families) received by employees/ volunteers in the course of their involvement with Yarmouth Clippers FC are regarded as confidential.

Suspensions of unlawful or inappropriate behaviour will only be shared with the employees/ volunteers in the organization who need to know. [Insert the name of your organization here] will maintain confidentiality while keeping the interests of the child as the primary concern.

PURPOSE

This policy is intended to provide employees/volunteers with a basic understanding of their responsibilities to protect and safeguard the Confidential Information to which they have access as a result of their employment.

WHY IS THIS POLICY IMPORTANT

Maintaining confidentiality is important for building and maintaining trust, and for ensuring an open and honest communication between members, peers and employees.

PROCEDURE

Employees/volunteers:

1. All disclosures, allegations or suspicions of unlawful or inappropriate behaviour by an employee/volunteer will be directed through the formal process in a prompt manner.
2. No employee/volunteer shall attempt to address a disclosure, allegation or suspicion of unlawful or inappropriate behaviour on his/her own.
3. No employee/volunteer shall engage in, or threaten to engage in, retaliation against anyone who discloses, reports or otherwise provides information with respect to alleged unlawful or inappropriate behaviour.
4. No employee/volunteer shall disclose any confidential information to the public or to the media regarding [Insert the name of your organization here] policies, operations, employees, volunteers, or reports, and no employee/volunteer shall speak with the public or the media in respect of a disclosure, allegation or suspicion of unlawful or inappropriate behaviour unless, and only to the extent, authorized by the organization.
5. Upon commencement of employment, the employee/volunteer shall sign a confidentiality

Agreement

Sign

_____ Date _____