



## CONFIDENTIALITY POLICY & PROCEDURES

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### Introduction

Information management systems rely on any necessary restrictions on the free circulation of information being respected by those whom the information is entrusted with the information that is entrusted.

### Purpose

The purpose of this document is to provide a framework for SportsUnited in dealing with confidentiality considerations, this includes all information concerning staff, members, volunteers, financial and business records.

### Definition

“Confidential” means not being permitted to disclose personal details about participants in ways that will make their identity known. No information (including personal, financial and business records) may be released without appropriate authorization.

### Policy

SportsUnited collects and administers a range of information for a variety of purposes. Some of this information is restricted in its circulation for commercial, privacy, or ethical reasons.

SportsUnited will place the minimum number of restrictions on the information it holds, but will ensure that such restrictions that are considered necessary are observed by its staff and volunteers. All SportsUnited staff and volunteers will be required to read and sign a Confidentiality Agreement.

### Procedures:

#### Responsibilities

SportsUnited’s Board and EO are responsible for the implementation of this policy.

SportsUnited’s Board and EO are responsible for reviewing this policy as and when the need arises.

All SportsUnited members (i.e. Board, staff and volunteers) are responsible for observing confidentiality procedures at all times.



## **Processes**

The records management processes of the organisation shall incorporate procedures for designating information as confidential.

## **Restriction**

SportsUnited will place restrictions on the information it holds when the information:

- is commercial in confidence,
- concerns the privacy of its members, volunteers, partners or participants,
- requires protection to safeguard the intellectual property of the organisation.

Members dealing with restricted material will be instructed in the recognition of material falling under these headings.

## **Identification**

Any information on which restrictions have been placed shall be clearly identified on the document or file where possible. Where categories of information, rather than individual documents, are restricted, this restriction will be conveyed to staff and volunteers dealing with this information.

## **Protection**

All SportsUnited members required to deal with restricted information, shall be required to sign a confidentiality agreement (refer Appendix A).

## **Training**

All SportsUnited members will be instructed in the requirements of this policy.

## **Related policies**

- Privacy Policy