



VALLANCE COMMUNITY SPORTS ASSOCIATION

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## **CONFIDENTIALITY POLICY**

*This policy applies to Employees, Volunteers, Members and any Associates, who may have access to confidential material.*

### **CONFIDENTIALITY:**

During your association or employment with **VCSA** it is likely you will come across or have access to information which is confidential to the Company. For example; Team Files, Game Plans, Employees' Personnel Files, Volunteer Files, a Disciplinary Procedure or a serious complaint from one of our members. In order to protect our position in respect of such information the following regulations apply:-

- Information, which you have obtained in confidence during your association or employment with **VCSA**, which relates to the Company, Directors, or to Volunteers, Employees, Members or Associates of the Company, is considered to be highly confidential and must not be disclosed to any person, body or organisation without written consent of the Chairperson or the Co. Secretary.
- Any confidential material entrusted to you must be kept safe and in good condition and you must return such material upon request at any time, whether during your association/employment or upon the termination of any such association or employment.

### **COMMUNICATION OR STATEMENTS TO THE MEDIA:**

No person other than the Chairperson or a designated Director of the Company is authorised to make any communication or statement to the media in matters relating to the Company. He/she however, having consulted with the Board may decide to appoint a suitable deputy. This includes an informal approach by any member of the media to any other Director(s) employee(s), player(s), member(s) or volunteer(s) of the Company. Any approach for information or any kind should be referred to the Chairperson or the designated Director.

### **OTHER EMPLOYMENT OR VOLUNTEERING:**

You must notify us of all other employment or volunteering, which you undertake while working for VCSA. We will not allow any other employment or voluntary work with any organisation, which we deem to be in competition with this Company and the services we provide and we provide and which are likely to create a conflict of interest and lead to a breach of confidentiality.