



Ball Hockey UK

Confidentiality Agreement

Statement Of Intent

This policy applies to all board members, investors, contractors and volunteers, who may have access to confidential information from within the Ball Hockey UK Ltd organisation. Whilst there will be circumstances where only a shortened period of confidentiality is needed, such as announcements or acquisitions, all other information should be withheld from others not included within the discussion or the BHUK Board.

Policy Elements

Confidential and proprietary information is secret, valuable, expensive and/or easily replicated. Common examples of confidential information are:

- Unpublished financial information,
- Data of players/partners/volunteers,
- Sponsor details and agreements in place,
- Player lists (existing and prospective),
- Data entrusted to BHUK by external parties,
- Pricing/marketing and other undisclosed strategies and acquisitions as initial phase or during processing,
- Documents and processes explicitly marked as confidential and adverse information,
- Unpublished goals, forecasts and initiatives marked as confidential.

BHUK volunteers may have various levels of authorised access to confidential information.

What Should Members Of BHUK Do

- Lock or secure confidential information at all times.
- Shred or fully dispose of confidential documents when they are no longer needed.
- Ensure they only view confidential information on secure devices.
- Only disclose information to other members when it is necessary and authorised.
- Keep confidential documents away from others who could access or read these documents.

What Members Shouldn't Do

- Use confidential information for any personal benefit or profit.
- Disclose confidential information to anyone outside of Ball Hockey UK.
- Replicate confidential documents and files and store them on insecure devices or print copies when not required.

Anyone who ceases to volunteer for BHUK is obliged to return any confidential files and delete them from their personal devices. Any access to shared drives will be removed and relevant parties will be notified that they have left the organisation. This could consist of emails, phone calls or written correspondence advising of the individual's exit from BHUK. All passwords will need to be changed.

Confidentiality Measures

Ball Hockey UK will take measures to ensure that confidential information is well protected. We will:

- Store and lock paper documents.
- Encrypt electronic information and safeguard databases.
- Ask for authorisation by board members to allow access to certain confidential information.

Exceptions

Confidential information may occasionally have to be disclosed for legitimate reasons. Examples are:

- If a regulatory body requests it as part of an investigation or audit.
- If BHUK examines a venture or partnership that requires disclosing some information (within legal boundaries).

In such cases, members/volunteers involved should document their disclosure procedure and collect all necessary authorisations. BHUK is bound to avoid disclosing more information than needed.

Disciplinary Consequences

BHUK volunteers who do not respect our confidentiality policy will face disciplinary and, possibly, legal action.

BHUK will investigate every breach of this policy and terminate the membership of any volunteer who wilfully or regularly breaches our confidentiality guidelines for personal profit or gain. We may also have to punish any unintentional breach of this policy depending on its frequency and seriousness. We will terminate the membership of any volunteer who repeatedly disregards this policy, even when they do so unintentionally.

This policy is binding even after separation from the organisation.

Reporting Breaches

All breaches or suspected breaches must be recorded and reported. A suspected breach should be treated as a breach until rectified.

When reporting the breach ensure that the following is noted:

- Persons involved – transmitting and receiving.
- Persons/Members/Organisations affected.
- Data or information that is the subject of the breach.
- Dates of events.

It is important that we are notified of breaches immediately in order to rectify what has happened and then review the incident to implement measures that could prevent further occurrences.

Any issues should be reported to complaintbhuk@gmail.com.

Acceptance of a post within Ball Hockey UK assumes acceptance of this confidentiality agreement.

Monitoring & Review

We are committed to reviewing our policies and good practice every three years or sooner if there are any changes in legislation or government guidance or as a result of any other significant change or event.

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BHUK Contact Email	contactBHUK@gmail.com
BHUK Website	www.ballhockeyuk.com
BHUK President Name	Rob Clayton
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