

# **Swift Sports Coaching Confidentiality policy**



## History of most recent policy changes

Version	Date	Reason for Change
V1	7 <sup>th</sup> August 2017	Creation
V2	August 2018	Review
V3	August 2020	Review
V4	August 2021	Review
V5	August 2022	Review
V6	August 2023	Review
V7	May 2024	Review

The purpose of this Confidentiality Policy is to explicitly confirm the principles that must be observed by all who work within the organisation including volunteers and have access to personal information.

Swift Sports Coaching is committed to maintaining the confidentiality of personal information that it handles. Any information given or received in confidence for one purpose will not be used for another purpose, or passed to a third party, without their consent except in special circumstances e.g. to prevent harm to an individual. Swift Sports Coaching will ensure that personal information is obtained, used and disclosed in accordance with the common law duty of Confidentiality, Data Protection Act 1998 and complies with the Children's and Young People's Partnership information sharing protocols.

Staff must always be aware of the confidentiality of information gained during the course of their duties, which may include access to personal information relating to children and members of staff. It is an expectation that staff understand the importance of treating information in a discreet and confidential manner, and staff attention is drawn to the following:

- All documentary or other material including any downloaded data onto a laptop or PC, USB drive or any other storage device containing confidential information must be kept securely at all times when not being used by a member of staff and must be returned to Swift Sports Coaching at the time of termination of employment or at any other time upon demand
- Information regarding the organisation and children must not be disclosed either orally or in writing to unauthorised persons
- Conversations relating to confidential matters affecting the business, employees and children should not take place in situations where they can be
- Staff are to exercise reasonable care to keep safe and secure all documentary or other material containing confidential information and at the end of employment return any confidential information to Swift Sports Coaching
- Any breach of confidentiality may be regarded as misconduct/gross misconduct and be the subject of serious disciplinary action which may result in dismissal.
- The importance of confidentiality cannot be stressed too much and it is important that it be borne in mind at all times.

Any breach of this policy by any staff or volunteers will be taken seriously and may result in formal action