



# **SCOTTISH PARA-FOOTBALL**

**Confidentiality Policy and Procedures**

**This policy is written to underpin both Scottish Para-Football as well Para-Football Game Leader Organisations who are members of Scottish Para-Football. Therefore this policy will be adopted by each individual Para-Football Game Leader Organisation. If your concern relate to Scottish Para-Football please contact the National Office. However if your concern relate to a Para-Football Game Leader Organisation please contact their Committee directly.**

## **1. Introduction**

1.1 All Scottish Para-Football members, employees and volunteers are subject to all relevant rules, clauses, paragraphs and sub paragraphs of the Scottish Para-Football Constitution and Rules and all related policies and any amendments thereto and any regulations or decisions promulgated by the Board and regulations or decisions of the Scottish FA shall be binding on all members

1.2 All officials appointed to any position within Scottish Para-Football, a Para-Football Game Leader Organisation or a member club will have access to and become aware of information which is confidential.

1.3 All officials will undertake to use their best endeavours to prevent the unauthorised publication or disclosure of any such confidential information. This restriction shall continue to apply after the termination of any appointment without limit in point of time.

## **2. Confidentiality**

2.1 As all officials will be working closely with highly personal information in and out of any meetings, confidentiality, professionalism and integrity are critical to the relationship with members and where necessary the Scottish public. As such Scottish Para-Football now set out the terms of confidentiality.

2.2 For the purposes of this policy confidentiality shall include, but shall not be limited to the following where officials.

2.2.1 Must not disclose any information of a confidential nature relating to Scottish Para-Football or any persons using the Scottish Para-Football service or in respect of which the Scottish Para-Football owes an obligation of confidence to a third part during or after any appointment except in the proper course of the appointment or as required by law.

2.2.2 Must not during the course of any involvement with Scottish Para-Football or a member, bring the Scottish Para-Football or any member into any form of disrepute

2.2.3 Must not remove any documents or tangible items, which belong to the Scottish Para-Football or a member, or which contain any confidential information from the Scottish Para-Football premises at any time without the proper advance authorisation

2.2.4 Must return to the Scottish Para-Football or a member upon request and in any event upon the termination of any appointment all documents and tangible items which belong to the Scottish Para-Football or which contain or refer to any confidential information and which are in your possession or under your control.

2.2.5 Must, if requested by the Scottish Para-Football, delete all confidential information from any re-usable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.

2.2.6 Must understand that access to all confidential information is granted on a need to know basis. Need to know is defined as information access that is required in order to for you to perform in your role.

### **3. Breach of Confidentiality**

3.1 Scottish Para-Football reserve the right to escalate to a disciplinary process as result of any apparent breach of this confidentiality policy or all relevant rules, paragraphs and sub paragraphs of the Scottish Para-Football Constitution supplementary and playing rules, standing orders, protection policies and all related policies, disciplinary procedures and any amendments thereto

## Document Control

### Document Details

|                   |                                       |
|-------------------|---------------------------------------|
| Author            | David McArdle                         |
| Company Name      | Scottish Para-Football                |
| Owning Department | Scottish Para-Football                |
| Document Name     | Confidentiality Policy and Procedures |
| Version Date      | 2021                                  |
| Effective Date    | 2021                                  |
| Issue             | 1                                     |
| Review Date       | 2023                                  |

### Change Record

| Modified Date | Author | Version | Description of Changes |
|---------------|--------|---------|------------------------|
|               |        |         |                        |
|               |        |         |                        |
|               |        |         |                        |

**Scottish Para-Football**  
Charity Number: SC048491  
Hampden Park Glasgow, G42 9AY  
Email: [Secretary@scottishparafootball.co.uk](mailto:Secretary@scottishparafootball.co.uk)