

# Bradford Soccer Club

*Home of the Eagles*

## Club Policies and Procedures: Policy: Oath of Confidentiality

Board Members



### DECLARATION OF CONFIDENTIALITY AND NON-DISCLOSURE

**Name of Recipient:** \_\_\_\_\_ (Hereinafter "Recipient")

**Position:** \_\_\_\_\_

<b>Introduction:</b>	The Recipient may become exposed to Confidential Information through the course of their involvement with Bradford Soccer Club (the BSC). In order to clearly define the parameters to such disclosure and involvement, the Recipient agrees as follows:
<b>Confidential Information:</b>	The Confidential Information to be disclosed by BSC to the Recipient ("Confidential Information") can be described as and includes: <ul style="list-style-type: none"><li>➤ Information relating to any athlete or group of athletes;</li><li>➤ All personnel-related information;</li><li>➤ Financial or charitable activities;</li><li>➤ Strategic and operational plans; and</li><li>➤ The content of all contracts and agreements, such as personal service contracts, and other licensing agreements</li></ul>
<b>Responsibilities:</b>	The Recipient will: <ul style="list-style-type: none"><li>➤ Keep in strictest confidence, at all times, all Confidential Information.</li><li>➤ Not publish, communicate, divulge or disclose to any unauthorized third party or parties, any Confidential Information, without the prior written consent of BSC.</li><li>➤ Not allow other third parties access to the Confidential Information.</li><li>➤ Comply with the requirements of the <i>Personal Information Protection and Electronic Documents Act</i>.</li><li>➤ Not use the Confidential Information for personal advantage</li></ul>

	<p>or private speculation.</p> <p>➤ Limit disclosure of Confidential Information within its own organization to individuals having a need to know.</p>
<b>Ownership and Return of Confidential Information:</b>	<p>All Confidential Information shall remain the sole property of the BSC. The Recipient shall have no right to (and agrees not to) copy, duplicate or reproduce in any fashion any of the Confidential Information without the BSC's prior written consent.</p> <p>Upon written request by the BSC, the Recipient shall promptly return all materials and documents containing Confidential Information and shall ensure that any and all materials and documents prepared in conjunction with or as a result of any Confidential Information shall be destroyed and that the Recipient shall provide the BSC with written confirmation of same.</p>
<b>Legal Recourse:</b>	<p>The Recipient agrees that in the event of any breach or threatened breach by the Recipient, the BSC may terminate the Recipient's involvement with the BSC or any other legal remedies which may be available.</p>
<b>Endorsed by:</b>	Ontario Soccer
<b>Approved by:</b>	Bradford Soccer Club, Board of Directors
<b>Date Approved:</b>	Board Meeting, Date: December 2015
<b>Date Reviewed:</b>	March 2018

### Acknowledgement

The Recipient acknowledges that they have read and understand this Agreement and voluntarily accept the duties and obligations set forth herein.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Print Recipient's Name \_\_\_\_\_ Recipient's Signature \_\_\_\_\_

# Bradford Soccer Club

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## Club Policies and

## Procedures:

## Policy: Oath of

## Confidentiality

Member Statement



<b>Statement:</b>	<p>Bradford Soccer Club (BSC) is committed to controlling the collection, use and disclosure of the personal information provided by our members.</p> <p>"Personal information" is personally identifiable information such as your name, residential address and e-mail address. Personal information is collected by our soccer club only when you specifically and knowingly choose to provide it, as when you register with our Member Clubs and Leagues. Publicly available information, such as public directory listing of your name, address, telephone and electronic address is not considered personal information.</p> <p>Personal information is used for registration purposes with Ontario Soccer, CSA and Leagues in which you or your child participate or to communicate with you should the need arise. <b>No other sharing of this information is permitted.</b> Unless you specifically authorize us to release your personal information, or release is required or permitted by law, The BSC will not sell, lease or trade your personal information to other third parties.</p>
<b>Endorsed by:</b>	Ontario Soccer
<b>Approved by:</b>	Bradford Soccer Club, Board of Directors
<b>Date Approved:</b>	Board Meeting, Date: December 2015
<b>Date Reviewed:</b>	March 2018



# Bradford Soccer Club

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## Club Policies and Procedures: Policy: Oath of Confidentiality

Volunteers/Coaches/Staff



### DECLARATION OF CONFIDENTIALITY AND NON-DISCLOSURE

**Name of Recipient:** \_\_\_\_\_ (Hereinafter "Recipient")

**Position:** \_\_\_\_\_

#### ALL Volunteers/Coaches/Staff

<b>Introduction:</b>	The Recipient may become exposed to Confidential Information through the course of their involvement with Bradford Soccer Club (BSC). In order to clearly define the parameters to such disclosure and involvement, the Recipient agrees as follows:
<b>Confidential Information:</b>	The Confidential Information to be disclosed by BSC to the Recipient ("Confidential Information") can be described as and includes, however not limited to: <ul style="list-style-type: none"><li>➤ Information relating to any athlete or group of athletes;</li><li>➤ All personnel-related information;</li><li>➤ Financial or charitable activities;</li><li>➤ Strategic and operational plans; and</li><li>➤ The content of all contracts and agreements, such as personal service contracts, and other licensing agreements</li></ul>
<b>Responsibilities:</b>	The Recipient will: <ul style="list-style-type: none"><li>➤ Keep in strictest confidence, at all times, all Confidential Information.</li><li>➤ Not publish, communicate, divulge or disclose to any unauthorized third party or parties, any Confidential Information, without the prior written consent of BSC.</li><li>➤ Not allow other third parties access to the Confidential Information.</li><li>➤ Comply with the requirements of the <i>Personal Information Protection and Electronic Documents Act</i>.</li></ul>

	<ul style="list-style-type: none"> <li>➤ Not use the Confidential Information for personal advantage or private speculation.</li> <li>➤ Limit disclosure of Confidential Information within its own organization to individuals having a need to know.</li> </ul>
<b>Ownership and Return of Confidential Information:</b>	<p>All Confidential Information shall remain the sole property of the BSC. The Recipient shall have no right to (and agrees not to) copy, duplicate or reproduce in any fashion any of the Confidential Information without the BSC's prior written consent.</p> <p>Upon written request by the BSC, the Recipient shall promptly return all materials and documents containing Confidential Information and shall ensure that any and all materials and documents prepared in conjunction with or as a result of any Confidential Information shall be destroyed and that the Recipient shall provide the BSC with written confirmation of same.</p>
<b>Legal Recourse:</b>	<p>The Recipient agrees that in the event of any breach or threatened breach by the Recipient, the BSC may terminate the Recipient's involvement with the BSC or any other legal remedies which may be available.</p>

**Acknowledgement VOLUNTEERS AND COACHES ONLY**

The Recipient acknowledges that they have read and understand this Policy and voluntarily accept the duties and obligations set forth herein.

I understand that all information directly or indirectly received through my involvement with the Bradford Soccer Club, is to be kept strictly private and confidential. A break in this oath of confidentiality may result in my being asked to leave my position with the Club.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Print Recipient's Name \_\_\_\_\_ Recipient's Signature \_\_\_\_\_

## STAFF ONLY

<b>Ontario Soccer AIMS:</b>	<p>Ontario Soccer is committed to protecting your privacy. Access to Ontario Soccer's registration database A.I.M.S. for the purpose of registration will be granted to Member Clubs and Leagues on completion of the following:</p> <ol style="list-style-type: none"><li>1. Training in the use of the database system by the clubs District Administrator or an individual designated by the District Board of Directors.</li><li>2. Signing of a Privacy Agreement as stated within this document. <i>As an authorized and approved user of Ontario Soccer's registration database, A.I.M.S. I agree to the following Privacy Agreement:</i></li><li>3. Agree not to use the confidential information in any way except for the purposes set out in this policy.</li><li>4. Agree to use best efforts to prevent and protect confidential information, or any part of, from disclosure to any person other than a Director, Volunteer, Employee of the District, the District Club / League Members, Ontario Soccer and/or CSA having a need for disclosure.</li><li>5. Agree to take all steps reasonable necessary to protect the secrecy of the Confidential Information, and to prevent the Confidential Information from falling into the public domain or into the possession of an unauthorized person.</li></ol> <p>The obligations of this agreement shall be continuing until the Confidential Information disclosed is no longer confidential. Failure to comply with this Policy will result in withdrawal of access to Ontario Soccer's registration database, A.I.M.S. If there has been an egregious misuse of the database, further sanctions may apply at the discretion of the District or Ontario Soccer</p>
<b>Endorsed by:</b>	Ontario Soccer
<b>Approved by:</b>	Bradford Soccer Club, Board of Directors
<b>Date Approved:</b>	Board Meeting, Date: December 2015

<b>Date Reviewed:</b>	March 2018
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**Acknowledgement STAFF**

The Recipient acknowledges that they have read and understand this Policy and voluntarily accept the duties and obligations set forth herein.

I understand that all information directly or indirectly received through my involvement with the Bradford Soccer Club, is to be kept strictly private and confidential. This would include all business related to the Club (i.e., financial information, personnel issues relating to staff and other volunteers, and participant/family information).

A break in this oath of confidentiality may result in my being asked to leave my position with the Club.

I have read and understand **ALL** of the above.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Print Recipient's Name \_\_\_\_\_ Recipient's Signature \_\_\_\_\_