



Beaumont Soccer Association

B001 – Board Confidentiality Policy

Adoption Date: April 7, 2024

Revision No: 1

| Policy Type | | | | |
|----------------|-------|-----------|----|-----------|
| Administrative | Board | Financial | HR | Technical |

1. Definitions

1.1. “**Board Member**” refers to those currently volunteering for the BSA Board of Directors

2. Policy

- 2.1. It is the policy of Beaumont Soccer Association (BSA) that Board Members and employees of BSA may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with BSA to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom BSA has authorized disclosure.
- 2.2. Board Members and employees shall use confidential information solely for the purpose of performing services as a Board Member or employee for BSA.
- 2.3. Board Members and employees must always exercise good judgement and care to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, should be limited to matters that do not pertain to information of a sensitive or confidential nature.
- 2.4. At the end of a Board Member’s term or upon the termination of an employee’s employment, he or she shall return, at the request of BSA, all documents, papers and other materials, regardless of medium, that may contain or be derived from confidential information in his or possession.
- 2.5. This policy will be reviewed annually after the AGM with all Board Members. A signed copy for each board member will be kept with the Administrators records along with their Police Clearance and a signed copy of the Board Code of Conduct.

3. Change Control

| Change Description | Approved on Date |
|--------------------|------------------|
| New Policy | April 7, 2024 |



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Review and Signature

I _____ have been provided a copy of B001 – Board Confidentiality Policy. I have reviewed this document and understand the contents.

By signing I agree to the terms of B001 – Board Confidentiality Policy.

Date:

Signature:

Witness:

Signature: