

Capel Cricket Club Confidentiality Policy

Confidentiality means that details about others should only be disclosed on a need to know basis. Any details of a personal nature will only be disclosed with the consent of the person involved wherever possible.

Capel Cricket Club will:

- 1) Ensure that information given will be treated with respect.
- 2) Ensure information is protected through clarity about how it is to be stored and shared.
- 3) Ensure that the boundaries of confidentiality are clear and understood by all.

This policy covers confidential information relating to those who use Capel Cricket Club. All information should be treated as confidential and should only be shared when there is a clear legitimate reason for doing so, and with the permissions of the parties involved.

Exceptional circumstances where confidential information would have to be disclosed:

- 1) Where it is necessary to protect a vulnerable child or person from harm.
- 2) To comply with the law

Wherever possible and appropriate, the person will be told that this action has been taken.