SCOTTISH JUNIOR FOOTBALL ASSOCIATION

CONFIDENTIALITY POLICY & PROCEDURES

Confidentiality Policy & Procedures

1. Introduction:

1.1 All SJFA members and employees are subject to all relevant rules, clauses, paragraphs and sub paragraphs of the SJFA Constitution & Rules and all related policies and any amendments thereto and any regulations or decisions promulgated by the Management Committee and regulations or decisions of the Scottish FA shall be binding on all members.

1.2 All officials appointed to any position within SJFA, an SJFA Region, a member League/ Association 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, SJFA 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 the SJFA or any persons using the SJFA's service or in respect of which the SJFA owes an obligation of confidence to a third party 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 SJFA or a member, bring the SJFA or any member into any form of disrepute.

2.2.3 Must not remove any documents or tangible items, which belong to the SJFA or a member, or which contain any confidential information from the SJFA's premises at any time without the proper advance authorisation.

2.2.4 Must return to the SJFA, or a member upon request, and in any event upon the termination of any appointment, all documents and tangible items which belong to the SJFA 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 SJFA, 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 SJFA reserve the right to escalate to a disciplinary process as a result of any apparent breach of this confidentiality policy or all relevant rules, paragraphs and sub paragraphs of the SJFA Constitution and Rules, supplementary & playing rules, standing orders, protection policies and all related policies, disciplinary procedures and any amendments thereto.