

Invictus Gymnastics Club

Aldermaston Recreational Society

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Confidentiality Agreement Policy Employees, Volunteers and Students

All employees, volunteers and students are made aware of the importance of confidentiality whilst working for Invictus Gymnastics Club by the Lead Coaches / Welfare Officers and Director.

All are reminded that – During their employment, period of volunteering or study placement they may be party to confidential information concerning the children, gymnasts, families or gym club users, and the gym club's financial business.

Any information that is received as a result of their position must remain confidential to them, the management team and the Director.

Information received by staff, volunteers and students about the gym clubs staff or its' finances, these must also remain confidential.

Confidential issues must not be discussed with parents, or any other individual not connected with the gym club.

During and after your involvement with Invictus Gymnastics Club, you must not disclose or allow the disclosure of any confidential information, except in the proper course of the role undertaken whilst working / volunteering for Invictus Gymnastics Club.

Failure to adhere to confidentiality whilst working, volunteering or on student placement for Invictus Gymnastics Club may result in disciplinary action, instant dismissal or services refused, depending on the nature of confidentiality breach.

At all times this remains at the discretion of the Director.

**This policy was adopted by:
on:
Date to be reviewed:**

**Invictus Gymnastics Club
01.12.19
01.12.20**