



BTTC Staff, Trustee and Volunteer Confidentiality Statement

In this document the generic term “staff” refers to staff, trustees and volunteers.

While a member of staff, volunteer or trustee at BTTC you must not disclose to anyone any confidential information about Brighton Table Tennis Club (BTTC), its Club members or staff. Exceptions to this ruling can be made only with the consent of a member of the management team, or where there is a perceived risk to personal or public safety.

In the course of your involvement with BTTC information may be divulged to you by Club members, parents or staff. If it is personal information that has an effect on BTTC Club members/staff or BTTC operations it is classed as privileged information. All staff therefore are obliged to share any privileged information with supervisors and any members of staff who may need to be involved in providing support. It must not be disclosed to any person who is not entitled to have such information.

Please take note that this continues indefinitely beyond your involvement with BTTC.

It is important to remember that when working/volunteering for BTTC you are acting solely as a representative of the Charity and not as an individual. Therefore when you become aware of a problem or situation that a Club member is experiencing you must not try to resolve the situation yourself, but report it to your supervisor or a member of the management team.

Any breach of code of confidentiality will lead to disciplinary action.

On termination of employment/voluntary involvement you must return all BTTC documents, equipment and property within your possession.