



## **Confidentiality and Information Policy**

### **Purpose of Policy**

The Club aims to promote an environment built on trust. Save as otherwise required by law, you must treat as totally confidential all information including but not limited to records, data, systems, plans, financial and legal information or other matters relating in any way to the activities or interests or affairs of the Club and/or its members, staff or its customers/clients.

### **Scope of Policy**

This policy applies to all those engaged within or by the Club who has access to such information, including employees, committee members, volunteers, contractors and any other person engaged for any services.

### **Policy**

#### **Confidentiality requirements**

- You must take all reasonable precautions to ensure confidential information remains confidential and secure.
- You may not use, attempt to use, or allow others to use information belonging to the club in any way that may be in competition with us, bring our name or our stakeholders names into disrepute or compromise the confidentiality of our business.
- You shall always endeavour to prevent the disclosure or publication of any such matters by others, and shall keep with complete secrecy all confidential information entrusted to you.
- When leaving your position, you may not remove any documents or electronic files belonging to us and containing information. If you are found to be in breach of this requirement we may take legal action against you.
- Upon leaving your position, you no longer have an obligation of confidentiality for any information which has come into the public domain other than by reason of a breach of your obligation hereunder or by the unlawful actions of a third party.
- Confidentiality also extends to conversations and discussions to anyone inside and/or outside the Club. All such information must be treated confidentially and



not be used for personal gain or any other purpose other than for what it was intended.

- This confidentiality requirement extends to forwarding of electronic correspondence to personal email accounts or other external sources.

Confidential information includes but is not limited to the following:

- Personal information relating to individuals;
- Financial or legal Information;
- Security information;
- Operational and technical information including strategic, management, HR matters;
- Business information;
- Commercial information;
- Information relating to prospective suppliers and stakeholders;
- Information relating to our sport including golfers, participants, competitors, visitors, technical, sponsors or other stakeholders with whom we have a relationship;
- Any information in respect of which the Club is bound by an obligation of confidence to a third party;

### **Breach of Confidentiality**

Due to the importance of the Club in maintaining confidentiality, any breach of this requirement will be treated as gross misconduct in accordance with the Disciplinary Procedure and may result in dismissal and/or any further/other action deemed necessary by the Club.

April 2023