



Cumann Lúthchleas Gael
CUMANN CHLUAIN DAIMH
Clonduff Gaelic Athletic Club
Affiliated since 1887



Clonduff GAA Club Confidentiality Policy

Purpose

The purpose of this Confidentiality Policy, is to ensure that matters of a confidential nature relating to the Club and its work, are not disclosed until such time as the Executive Committee has authorised such disclosure.

Committee confidentiality allows for open and honest engagement on agenda items. It supports trust and the culture of integrity and respect expected within all levels of the organisation.

This Confidentiality Policy applies to all members of Clonduff Executive Committee and its sub-committees. Executive Committee Members, Club Officers and sub-committee members should be mindful that the principle of confidentiality applies to all information that:

- Has not been made public by, or with the Club's authority;
- Is or has been obtained during, or in the course of an executive/sub-committee member's involvement with the Club
- Relates specifically to the Club's business and any individuals or entities with whom the Club has dealings.

Confidentiality Policy Breaches

Breaches in confidentiality may arise when Executive/Sub-committee discussions or confidential Club information or documents are shared with people without the Club's knowledge or consent.

To avoid any misunderstandings or appearance of wrong-doing on the part of Committee/Club members, the procedures specified in this document should be followed to avoid breaches in Club Confidentiality Policy.

Handling Confidential Matters

Executive Committee members, Club Officers or sub-committee members should not release minutes, papers or other documents to any person, without the prior agreement of the Senior Officers of the Club.

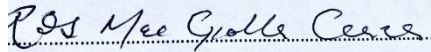
All matters that are before a sub-committee or Steering Group of the Executive Committee, are to be treated as confidential matters, unless such matters are determined to not be of a confidential nature by the Chairperson of the sub-committee or Steering Group.

- All *unapproved* financial records including budgets, statements and balance sheets is confidential.

- Information termed as 'Confidential' in a contract or other written agreement made between the Club and another party is deemed to be confidential.
- Information such as Health and Social Issues disclosed at Registration is deemed to be 'Confidential' and will only be shared on a 'Need to Know' basis.

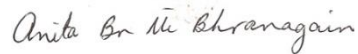
Complaints about breaches of confidentiality by a member of Executive Committee, Club Officers or Sub-Committee members will be handled by the Senior Officers – Chairperson, Secretary, Treasurer unless the Breach involves one such Senior Officer in which case he/she will be substituted by their Deputy Officer.

Signed (Cathaoirleach)



Date: 31/03/2023

Signed (Rúnaí)



Date: 31/03/2023