

Confidentiality Policy



Introduction

In the performance of your duties you should respect the confidentiality of any information which you may receive or obtain whilst you are deployed by the England Touch Association which relates to the England Touch Association, its members or its business.

You should not disclose any information of a confidential nature relating to the England Touch Association, its members or its business, or in respect of any obligation of confidence which the England Touch Association owes to any third party, during or after your deployment except in the proper course of your term or as required by law.

Data Protection

The use and disclosure of all information about living, identifiable individuals is governed by the [Data Protection Act](#)

All postholders are required to keep all confidential and personal data securely as detailed in the ETA Data Protection Policy

Press or Media

Provision of information or comment to the press or media is a sensitive issue and you should be cautious if approaches are made to you by persons whose job it is to obtain information. It is a proper function of the England Touch Association to provide comment on touch matters to the press and media which will be attributed to the England Touch Association. Such comment or information should be provided at Executive Board Level and you should refer requests as appropriate to the PR & Marketing Director or the Chief Executive Officer. If you have any doubts about the propriety of disclosure of information you should decline to comment and seek guidance. You should not, without the prior approval of the PR & Marketing Director or Chief Executive Officer, write any article for the press or otherwise for publication or speak on radio, television or in public on any matter connected with or relating to the affairs of the England Touch Association. Where comment is given, it should reflect England Touch Association policy. All communications should be signed off by the PR & Marketing Director or Chief Executive Officer, before distribution.

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Complaints Procedures

All postholders will be made aware of this policy and of their right to invoke a grievance if they believe information is divulged without their consent

All members will be made aware of this policy and of their right to invoke a complaint if they believe information is divulged without their consent.

The England Touch Association takes allegations of a breach of this policy seriously and will follow the ETA Judiciary and Advisory Procedure to investigate and deal with such allegations.

These requirements do not remove your statutory rights under the [Public Interest Disclosure Act](#).

Intellectual Property

Any documents or tangible items which belong to the England Touch Association or which contain any confidential information should not be removed from the England Touch Association premises at any time without proper authorisation, and should be returned to the England Touch Association upon request and, in any event, upon the termination of your deployment.

If requested by the England Touch Association all confidential information, other documents and tangible items which contain or refer to any confidential information, and which are in your possession or under your control, should be deleted or destroyed.