

**Truro and Are Minor Hockey Association
Policy/Procedure**

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| SUBJECT Administration | TITLE Confidentiality |
| NUMBER 2.7 | DATE APPROVED January, 2010 |

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| <p>POLICY</p> <p>Pledge of Confidentiality</p> |
| <p>DEFINITION</p> <p>Confidentiality; entrusted communication of information which is considered private and implies an ethical or legal principal.</p> |
| <p>OBJECTIVE</p> <p>The Truro and area minor hockey association board is the governing body for the membership of Truro and area minor hockey association. The pledge of confidentiality is to assure that all personal information on our players, families, volunteers, and coaches is held in strict confidence.</p> <p>It is the responsibility of each board member, while in office, to represent the board in a professional manner. All information which a board member is privy to will be held in strict confidence.</p> |
| <p>PROCEDURE/GUIDELINES/PROTOCOLS/SOPs</p> <p>As a board member of the Truro and area minor hockey association;</p> <ul style="list-style-type: none"> - I agree that any information that has been disclosed to me is confidential during my term and will remain in the strictest confidence. - I agree that all confidential material that has been given to me as a result of my position on the board will be maintained and will be disposed of in a secure and confidential manner. - I agree not to publicize the confidential aspects of my work either orally or by written word or any other medium of communication. - I agree to exercise due care to ensure that any information that I may give to others in the course of my term will be given only to persons specifically entitled to receive such information. - The board will fully discuss all motions with discussions being held in strict confidence. All members are to respect the decisions made at the board level and fully support these decisions. |

Truro and Area Minor Hockey Association
Confidentiality Statement

Members of the Truro and Area Minor Hockey Board of Directors and Executive realize they may become privy to information relating to players, parents and/or coaches that should not be repeated outside of the board of directors or executive members.

I _____, a member of the Truro and Area Minor Hockey Board of Directors and Executive agree to hold secure all private matters that come to my attention as a member of the board.

I agree not to disclose hereafter information or material regarding players, parents or coaches, and such other confidential information regarding the operation of TAMHA unless deemed necessary as from our operation by-laws.

I understand that I am to act in a responsible manner regarding sensitive information gained during my involvement with TAMHA. I further acknowledge that a breach of confidentiality on my part may cease my participation on the board.

Board Member's Signature

Date

President's Signature

Date

Witness' Signature

Date