



Tennis Ireland Confidentiality Policy

Approved by Governance Committee

15th June 2021

Confidentiality Policy

This general policy provides board members, committee members, provincial branch councillors and staff members with broad guidelines for handling confidential information.

It is the policy of Tennis Ireland that board members and employees of Tennis Ireland may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with Tennis Ireland to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom Tennis Ireland has authorised disclosure.

Board members and employees shall use confidential information solely for the purpose of performing services as a board member or employee for Tennis Ireland. This policy is not intended to prevent disclosure where disclosure is required by law.

Board members and employees must always exercise good judgment and care to avoid unauthorised or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and airplanes, should be limited to matters that do not pertain to information of a sensitive or confidential nature.

In addition, board members and employees should be sensitive to the risk of inadvertent disclosure and should, for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speakerphones to discuss confidential information if the conversation could be heard by unauthorised persons.

At the end of a board member's term in office or upon the termination of an employee's employment, he or she shall return, at the request of Tennis Ireland, all documents, papers, and other materials, regardless of medium, that may contain or be derived from confidential information in his or her possession.

In signing this statement, I confirm that I have received a copy of the Confidentiality Policy and agree to abide by the guidelines set forth therein.

Please print name: Board Member, Committee Member, Staff Member

Signature: Board Member, Committee Member, Staff Member Date