



POLICY NO. 11	POLICY TITLE: Confidentiality Policy
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Policy 11- Confidentiality Policy

Purpose

This Confidentiality Policy explains how we handle private or sensitive information. We handle all sensitive information with care and respect.

Scope and Application

This policy applies to all HCSA volunteers, participants, families and board members.

Definition of Confidential Information

Confidential information involves records, information or knowledge that is not publicly available and is considered proprietary or sensitive to HCSA. This includes, but is not limited to, personal information of members and participants including names, addresses and birth dates, financial and health records.

Confidentiality Responsibilities

Everyone involved with HCSA — whether you're a volunteer, coach or part of the organization in any capacity — has a shared duty to keep confidential information private and protected. This means:

- Keeping sensitive information from being seen, used, or shared by anyone who shouldn't have access to it.
- Only using that information for the specific reason it was given, and always following HCSA's policies.
- Not talking about or sharing confidential details unless you're allowed to, and only through proper channels.
- Making sure any documents or records with private information are stored safely and disposed of properly when they're no longer needed.

Confidentiality Responsibilities

All individuals associated with HCSA — including volunteers, coaches, Board members and participants – share responsibility for protecting confidential information confidential information. This means:

- keeping private information secure and preventing unauthorized viewing, use or sharing
- using information only for the purpose for which it was collected, and only within the scope of HCSA activities
- sharing confidential information only with authorized individuals and through approved channels
- ensuring that paper and electronic records are stored safely and disposed of securely when no longer needed
- reporting any suspected or actual breach of confidentiality immediately to an HCSA board member or program lead

Who Can Access Confidential Information

Access to confidential information is limited to those who require it to perform their roles, such as designated coaches, board members or volunteers with specific administrative responsibilities. All such individuals must agree to maintain confidentiality and follow HCSA's Privacy and Confidentiality policies

Breach of Confidentiality

If it's determined that confidential information has been accessed without permission, shared by mistake, or handled in a way that puts it at risk, report it to HCSA as soon as possible. This includes accidental emails, lost files, player or volunteer information or any situation where private info might have been exposed.

Anyone who becomes aware of a potential or actual breach must report it immediately to an HCSA Board member. HCSA will review the incident promptly, take steps to mitigate any harm, and notify affected individuals if appropriate.

Approved by Board, Nov12, 2025

