



Vermont State Amateur Hockey Association

www.vermonthockey.org

Confidentiality Policy

Non Disclosure Policy

Each Responsible Person (defined below) shall exercise care not to disclose confidential information acquired in connection with such status, the disclosure of which might be adverse to the interests of Vermont State Amateur Hockey Association, Inc (“Organization”). No Responsible Person shall use confidential information for his or her personal gain.

Policies

For the purposes of this policy, a “Responsible Person” is any person who holds one or more of the following positions with Organization or with an entity that controls, is controlled by, or is under common control with Organization: Director; Director Emeritus; officer; member of a council, committee or similar body; member of the Organization staff; member of a task force or other similar ad hoc committee; member of a hearing or appeal panel regarding a disciplinary matter, or any other person determined by the President of Organization to be subject to this policy.

Types of Confidential Information

The following types of information received by a Responsible Person in the performance of his or her responsibilities as a Responsible Person shall be treated as confidential unless otherwise determined by the board of directors of Organization:

1. Information regarding the appointment or termination of employees.
2. Employee evaluations and compensation.
3. Information about contractual relationships with third parties.
4. Financial information.
5. Membership data, including any identifying or contact information for any member of Organization, or within Organization’s records or database(s).

The foregoing is not intended to be a complete list of all the types of information that may be considered confidential.

Failure to Comply

Any Responsible Person who fails to comply with the provisions of this confidentiality policy shall be subject to such sanctions or other action by Organization pursuant to Organization’s Bylaws. Any other person who is subject to this policy and who fails to comply with it shall be subject to discipline, termination of employment, or such other sanction as Organization determines is appropriate.

Each Responsible Person must also be familiar with and comply with any applicable state or federal law with respect to protection of private information.