

Confidentiality Agreement

Salmon Creek Soccer Club obtains and maintains certain personal and financial information necessary for the operation of the organization. This information, and in particular, information pertaining to minors, must be handled with strict confidentiality and guarded in accordance with all applicable legal and ethical standards.

By signing this confidentiality agreement, you acknowledge and understand your responsibility to comply with all applicable laws, rules, regulations and standards that govern Salmon Creek Soccer Club.

1. You will treat all information received in the course of work for the club, volunteer or otherwise, as confidential and privileged information. Under no circumstances will you discuss or disclose any member or business related data, unless it is being shared on a need-to-know basis for specific business reasons, or such release has been approved by the executive board.
2. You will not access member information unless you have need to know this information in order to perform the responsibilities of your approved role in the club.
3. You will not log on to any of the computer systems used by Salmon Creek Soccer Club using a password other than your own. You will safeguard your computer password. You will not allow anyone, including other members, to use your password to log on to the computer and you will log off of the computer as soon as you have finished using it.
4. You will not use electronic mail to transmit any information which could cause the club to be financially liable for identity theft, unauthorized financial transactions, or information which could put a minor in any kind of risk. Generally, these include account numbers, credit card numbers and social security numbers, and for minors, dates of birth and addresses.

The problem with Email is that it is generally sent unencoded through unsecured channels, and these items could be mined from Email streams.

5. You understand that all information, regardless of the media on which it is stored (paper, computer, videos, recorders, etc.), the system which processes it (computers, voice mail, telephone systems, faxes, etc.) or the methods by which it is moved (electronic mail, face-to-face conversation, faxes, etc.) is the property of Salmon Creek Soccer Club
6. You understand that the Executive Board of Salmon Creek Soccer club may, using appropriate judicial process as specified in the bylaws, inspect any electronic transaction record, including on-line transaction records and club Email accounts.
7. You will not store any confidential information on a medium which may be lost or stolen. Specifically, you will not store contact information or personal financial records on a laptop or portable media device.
8. You will not disclose any wage, salary or stipend information which you come in contact with, with any other member of the organization.
9. Upon cessation of your role in Salmon Creek Soccer Club, you agree to continue to maintain the confidentiality of any information you learned while acting on behalf of Salmon Creek Soccer Club. You further agree to turn over any keys, access cards, or any other device that would provide access to the club confidential information in the future.

I understand that violation of this agreement could result in civil potential civil or criminal penalties.

Signature

Date

Role/Position in the Club