



CONFIDENTIALITY STATEMENT – BOARD

Whilst carrying out their role, employees, volunteers and/or independent persons (Board Members) may have access to verbal and/or written information of a highly confidential nature which they would not normally have access to. This information may be encountered directly from within a department i.e., finance department or legal department and delivered up to the Board Member to discharge the functions of the Board.

It is imperative that any information acquired in the course of a Board Members role remains confidential and is discussed only with identified relevant people who are entitled to know. Disclosure of any information outside of the meeting should only take place with the express consent of the chair of the meeting. Documents shared in any Committee meeting will include the level of distribution and named circulation list.

Please note that:

- all documents, manuals, hardware, and software provided to a Board Member and any other data or documents, including copies produced, maintained, or stored on Table Tennis England’s computer system (or other electronic equipment) remain the property of Table Tennis England.
- any records, documents, and other papers (together with any copies thereof) made or acquired during the services to Table Tennis England remain the property of Table Tennis England and must be returned when requested. When the Board Members service with Table Tennis England comes to an end, the Board Member is required to securely destroy any and all paperwork or computer files relating to their post as Board Member. Table Tennis England reserve the right to request any documents and files be returned to Table Tennis England to ensure they are securely destroyed.

Table Tennis England asks all Board Members to sign the statement below to show that they understand the need for Confidentiality and that they agree to keep information confidential at all times, including after their membership of the Committee has come to an end.

I agree to uphold this commitment of confidentiality.

Name of Director:

Signed:

Date:



Table Tennis England

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