



Policy & Procedure

Confidentiality Agreement for external observers at meetings

To:

Organisation:

Address:

UK Deaf Sports requires Board and Co-opted Members to sign a Code of Confidentiality form to protect the interests of the organisation.

A request has been made for you to attend a UK Deaf Sport meeting.

Permission is granted to you to attend a meeting on subject to you (the above named) agreeing to the following conditions:

- ❖ You will not disclose in any way * UK Deaf Sport information that has been discussed, either directly or indirectly, before, during or after the meeting on the date above and will agree to keep all information strictly secret and confidential.
- ❖ You will ensure that you take all measures needed to protect the security and confidentiality of all UK Deaf Sports affairs that may arise from the meeting on the date above.
- ❖ Any papers or documents used at the meeting must be handed back before you leave the meeting on the date above.

Exemptions: There may be information that the UK Deaf Sport Board wishes you to share solely with your organisation or other named persons. This exemption will be noted in the Minutes and will relate solely to a specific issue and/or document.

*Confidential information may not be shared or transmitted in writing, orally, graphically, electronically or by any other means.

Confidential Material shall not include:-

- ❖ information which is in the public domain at the time of its disclosure;
- ❖ information which after its disclosure comes into the public domain after UK Deaf Sport has released it.
- ❖ information which you are able to show was at the date of the aforementioned meeting already in your possession;
- ❖ all information which you can demonstrate was generated independently, without reference to any information made available pursuant to this Agreement.

Please sign and return the enclosed copy of this letter to demonstrate your agreement to be bound by the terms of this letter.

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For and on behalf of UK Deaf Sport

Please return this form to: UKDS
c/o Deaf Direct, Vesta Tilley House,
Lowesmoor, Worcester, WR1 2RS

.....
[Signature]

.....
[Print name]

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[Date]