



## **World ParaVolley Confidentiality Policy** (Approved by the WPV Board, October 2023)

### **Preamble**

The issue of confidentiality arises in several contexts within the World ParaVolley structure and activities:

1. In the context of meeting discussions where information is or may be, sensitive, confidential, and not to be shared and
2. In the context of individual World ParaVolley leadership personnel keeping their personal views separate and confidential where they differ from a formal decision of the World ParaVolley Board/Commission/Committee and
3. In the context of information to which the World ParaVolley Board/Commission/Committee may be privy and that is confidential, either due to its sensitive nature or out of respect for the individual or organisation that has provided the information.

### **Scope**

The World ParaVolley Policy on Confidentiality applies to all hand-written, printed, copied and computer-generated files, documents, and datasets which are required for the conduct of current business, as well as to any type of spoken information.

The World ParaVolley Policy on Confidentiality may apply to all personnel who are involved in the activities of World ParaVolley or who are members of the Board, Commissions or Committees of World ParaVolley.

### **Records Management System**

WPV shall develop a comprehensive information and records management system, whereby each file/document will be assigned a confidentiality classification. In general, the following classification shall be applied:

- **Unrestricted:** the information can be shared with the general public, including press and social media
- **Internal Use:** the information can be shared only within the WPV community, across or within specific departments, commissions and committees
- **Confidential:** the information can be shared and/or discussed only within the WPV Board/Department/Commission/Committee that it pertains to, unless otherwise decided by the WPV Board
- **Strictly confidential:** the information is strictly for individual information only; it cannot be shared and/or discussed with any other person unless otherwise decided by the WPV Board.

### **Confidentiality related to WPV meetings**

WPV is committed to the principles of good governance and transparency in its decision-making at all levels. It also encourages and welcomes frank debate as well as

divergent opinions and perspectives in reaching its decisions. This being said, it must be recognised that it is sometimes more appropriate and even more fair to individuals to restrict the participants in meetings and/or to keep the content of meetings confidential.

There are three types of WPV meetings:

- **Open** meetings for WPV Members, individuals, the public, media
- **Closed** meetings such as Board meetings, the General Assembly, Commission/Committee meetings, although guests/observers may be invited to attend and speak by the Chairperson
- **"In camera"** meetings or specific sessions that deal with highly sensitive matters relating to individuals, human resources or legal issues as determined by the Chairperson of the group involved

The Minutes of WPV Board meetings are not publicly available. After being formally approved by the Board by way of a Motion they are then distributed at the discretion of the General Manager to the relevant parties, including all Board members. However, a public summary of each Board meeting will be made available on the WPV website.

### **Treatment of Confidential Information by individuals**

In general, individual WPV Board members, Commission/Committee members shall maintain confidentiality of material marked "Confidential", particularly to any form of media. This includes any other material that an individual should reasonably understand to be the subject to a duty of confidentiality.

No individual should use any confidential information for their personal gain in any way whatsoever.

Members disagreeing with the outcome of a majority vote at the WPV Board/Commission/ Committee meeting shall nevertheless publicly support the properly made decision as a decision of that group and shall neither publicly nor privately work, write or speak against it. Dissent can be confidentially expressed at the relevant meeting either verbally or by voting.

Information collected with regard to Safesport, athlete classification/eligibility, therapeutic use exemption and anti-doping shall not be disclosed by World ParaVolley individuals other than in compliance with the procedures outlined in the relevant World ParaVolley codes, rules and regulations.

### **Violation**

Any individual who is deemed to have violated this Confidentiality Policy shall be subject to an investigation by the Safeguarding and Integrity Commission that shall utilise the relevant World ParaVolley Policies, including in particular the Disciplinary Regulations, to investigate and deal with the allegation.

Alleged cases of violation may be referred to the Safeguarding and Integrity Commission by the World ParaVolley Board or by a Team Leader or member of a Commission/Committee. An appeal process shall be made available by reference to the Judicial Commission, or an independent body set up for that purpose by the World ParaVolley Board.