

(Insert Church Name Here)
CODE OF CONFIDENTIALITY AGREEMENT

All employees and volunteers at (Insert Church Name here) are required to sign a Confidentiality Agreement before starting to work as an employee or volunteer. It is the policy of (Insert Church Name here) to provide our employees, volunteers and parishioners with a level of privacy and confidentiality with any information concerning any of our employees, volunteers and parishioners.

In the course of your work, you may have access to confidential information (oral, written or computer generated not otherwise available to the public at large) about employees, volunteers or parishioners, their families and/or personal business. Church business information includes computer programs, software and supporting documentation, technological improvement plans, strategic plans, financial information and employee information (including but not limited to co-workers and their families).

As an employee or volunteer involved with staff, parishioners, and other volunteers at (Insert Church Name here):

1. I will:

Respect staff, volunteers', and parishioners' rights to total privacy concerning the details of their lives such as: family names, addresses, private telephone numbers, fax, email, family background, religion, nationality, workplace, business, income, political affiliation and personal experiences.

2. I will ensure:

I will not criticize the competence, performance or abilities of any other staff member or volunteer except to the Priest and then only in confidence in a private area.

3. I understand:

While I work or volunteer at (Insert Church Name here), I will keep confidential all information about staff, volunteers, and parishioners, unless required by law. I understand that this agreement continues even if I am no longer connected with (Insert Church Name here).

4. I am aware that:

I am liable for my actions in the Church or in public places and any breach of this agreement between (Insert Church Name here) or between parishioners/staff/volunteers and me may warrant termination of my services.

I HAVE READ THIS CONFIDENTIALITY AGREEMENT AND AGREE TO ITS TERMS.

Employee or Volunteer's Name
(Please Print)

Signature

Date