

## 12Stone® Church Confidentiality Policy and Agreement

It shall be the policy of 12Stone® Church to maintain confidentiality in all matters related to the functions of its ministries and related organizations. Church members and others who seek our assistance expect privacy in matters related to them. This policy shall be applicable to employees, temporary employees and volunteers who may work closely with staff and have access to information of a confidential nature.

I understand that privacy and confidentiality covers various forms of communication, both written and oral. This means all phone calls, email, discussions, meetings, reports, and documents encountered in the execution of my normal job duties will be held in strictest confidence. I understand that when exchanging or storing electronic media (i.e. written or recorded materials, photos, videos, files, etc.) it is important to protect those materials via the 12Stone network only and avoid public cloud storage systems such as Google Docs, DropBox and others. This includes the content of all written and verbal communications as well as the fact that these communications took place. Any items printed as a physical copy containing confidential matters such as personal information, social security numbers, contact information, financial information, human resource details, or sensitive communications of any kind will be in sealed envelopes or inner office memo folders and labeled "Confidential". These items should never be loosely distributed or left lying around, inclusive of incoming fax transmissions. Stored hard copies should be in locked facilities and items no longer needed must be shred. I also understand that I may become part of team meetings where privileged information may be shared or discussed. I will evaluate such information and its application to issues for appropriateness prior to any discussion.

Name (Print): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

By signing this agreement, I acknowledge that I shall exercise sound judgment and discretion and maintain confidentiality in all matters. Furthermore, I understand that failure to adhere to the policies outlined in this document may result in immediate termination of employment from 12Stone® Church.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

I have read and understand this policy. By my signature as a volunteer at 12Stone® Church I am affirming my commitment to the standards and behaviors described in the performance of my job duties and agree to abide by this policy.

\_\_\_\_\_  
Volunteer

\_\_\_\_\_  
Date

By signing this agreement, I acknowledge that I shall exercise sound judgment and discretion and maintain confidentiality in all matters. Furthermore, I understand that failure to adhere to the policies outlined in this document may result in immediate termination of contract with 12Stone® Church.

\_\_\_\_\_  
Vendor/Contract Worker

\_\_\_\_\_  
Date